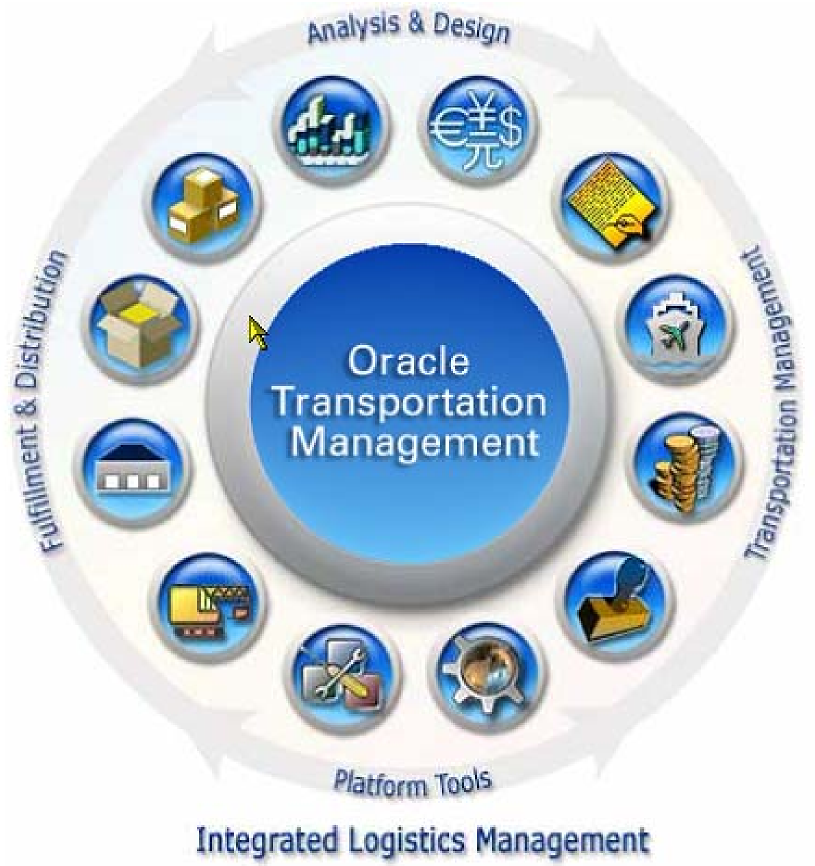
Oil & Gas
Global Supply Chain

OTM – VG
UK & Norway & Denmark

Carrier User Manual

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1.0 Acronyms and key Terms

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Acronyms

DOA : Delegation of Authority
EBS : Oracle E-Business Suite
ERP : Enterprise Resource Planning
FIR : Florence New Units
FTL : Full Track Load
GE : General Electric
GLS : Global Logistic Services
GS : Global Services
IN : Inbound
ITO : Inquiry to Order phase
LEC : Logistic Execution Center
LPN : LICENCE PLATE NUMBER, comes from ORACLE , it is the striker applied on each box externally
LT : Lead Time
LTL : Less than Track Load
LSP : Logistics Provider
MRP : Manufacturing Resource Planning
NP : Nuovo Pignone
NU : New Units
VG : Vecto Gray

OB : Order Base
OBL : Order Base Line
OAPPL : Oracle Application
OM : Order Management
OOG : Out of Gauge
OR : Order Release
OTM : Oracle Transportation Management
OTR : Order to Remittance phase
OUT : Outbound
PO : Purchase Order
PT : Premium Transport
RC : Routing Center
RFQ : Request for Quotation
RFT : Request for Transport
SC : Support Central
SO : Sales Order
SSP5 : Self Service Purchasing
STD : Standard
THU : Transport Handling Units
UI : User Interface
WF : WorkFlow

Key terms

- **<u>Order Release</u>** : it is an order or part of an order for transportation planning and execution
- **<u>Order Release Ship Unit</u>** : defines how goods will be shipped ex.: pallet, box, etc. with related details and dimensions
- **<u>Order Release Line Item</u>** : it is the item list inside a box for transportation of related Ship Unit
- **<u>Premium Transportation</u>** : this is the transportation cost when a lower alternative price exists. Higher price for premium transportation is often due to very tight date for transport.
- **<u>Job</u>**: this object is created by Requestor, and it is a group of Order Releases which will be sent to the cost assignment and approval process; a Job can group together different ORs with different locations, dates and incoterms. The job is created for the approval of the transport requests.

Please see inside OTM - Help option Glossary for more details and drill down on these subject.

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Key terms

- **Cost Calculation & Approval Control** : each Job will be submitted to Cost Assignment process (OTM will provide standard cost when rates are available or SPOT Cost, while the Execution center will provide cost if standard rates are not available); the job will be self-approved if the transportation cost is less then 2.000 euro, otherwise it should be approved from one or more approvers based on their own DOA level

- **Approvals**
  - "Self-Approval" for transportation cost less than 2.000 euro
  - Standard transportation with higher cost than 2.000 euro
  - Premium transportation with extra cost/urgency approval

- **Logistic Execution Center** : organization to manage transports during consolidation steps of OR after Job approval process, spot quotes generation, buy shipment creation, tender execution and carrier mgmt., extra costs control and creation management

Please see inside OTM - Help option Glossary for more details and drill down on these subject.

Key terms

- **Sell Shipment** : a grouping of ORs inside a Job with compatible locations and data in order to compute transportation costs

- **Buy Shipment** : this is the Transport Request, RFT. The shipment is a set of goods to be transported by the carrier from a location to another. A Shipment contains one or more Order Releases with compatible pickup and delivery date and same source and destination location

- **Cost Calculation** : this is the transportation cost of the Shipment (Sell/Buy) computed based on ORs information, as Transit Time (time between Early Pickup Date and Late Delivery Date), Pre-alert (time between Shipment creation and Pickup Date), locations distance, weight and dimensions

- **Spot** : if conditions on Order Releases are not compatible with any of the standard predefined cost inside OTM or there is no RATE in the system for the kind of transportation, then the cost will be defined as spot cost and cost will be assigned by the Execution Center

Please see inside OTM - Help option Glossary for more details and drill down on these subject.

Key terms

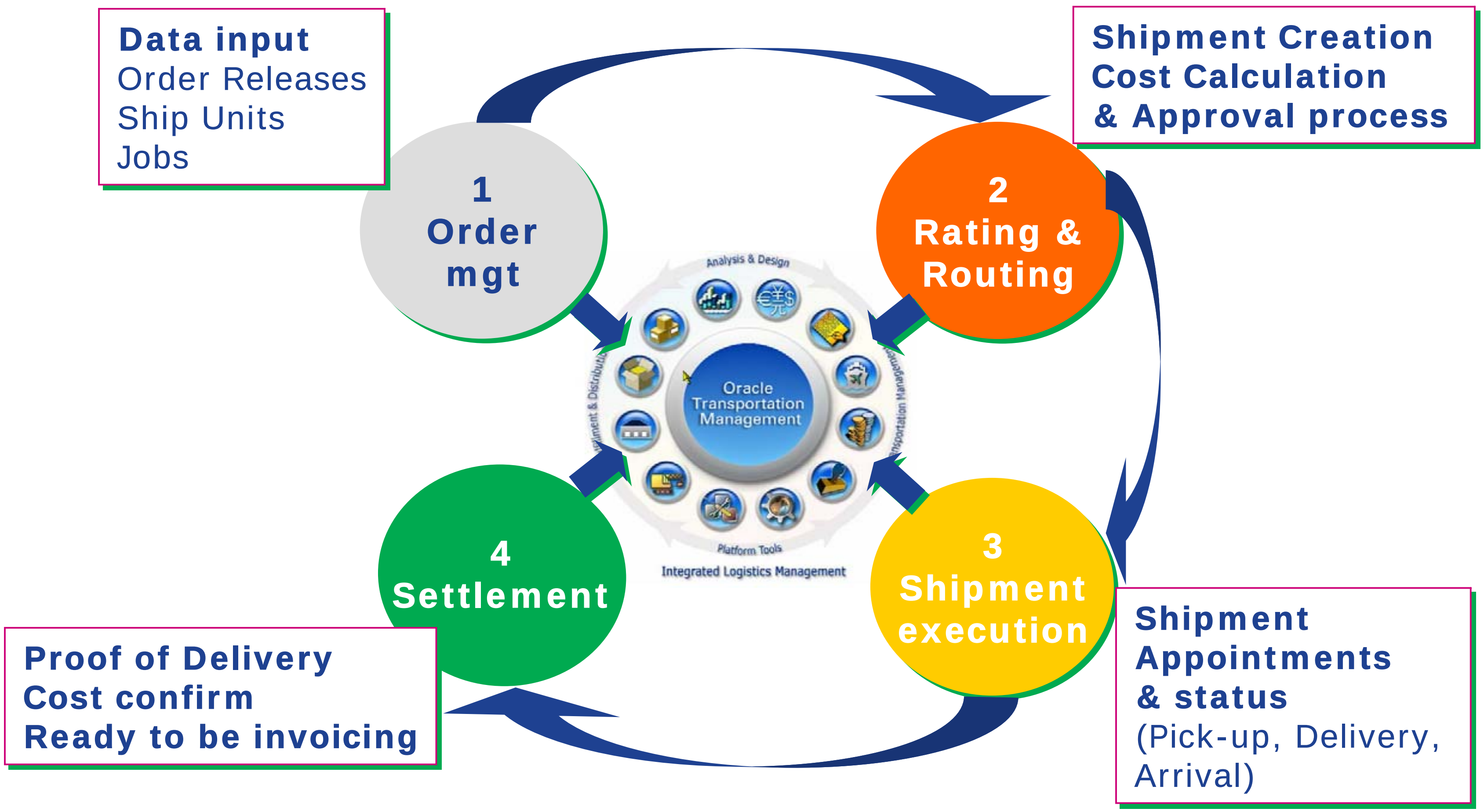
- **INBOUND:** shipment from external location to VG plant
- **OUTBOUND:** shipment from internal location to external (customer)
- **FARM-OUT:** subcontract work on material (from plant to supplier and vice versa)

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2.0 Process and Solution overview

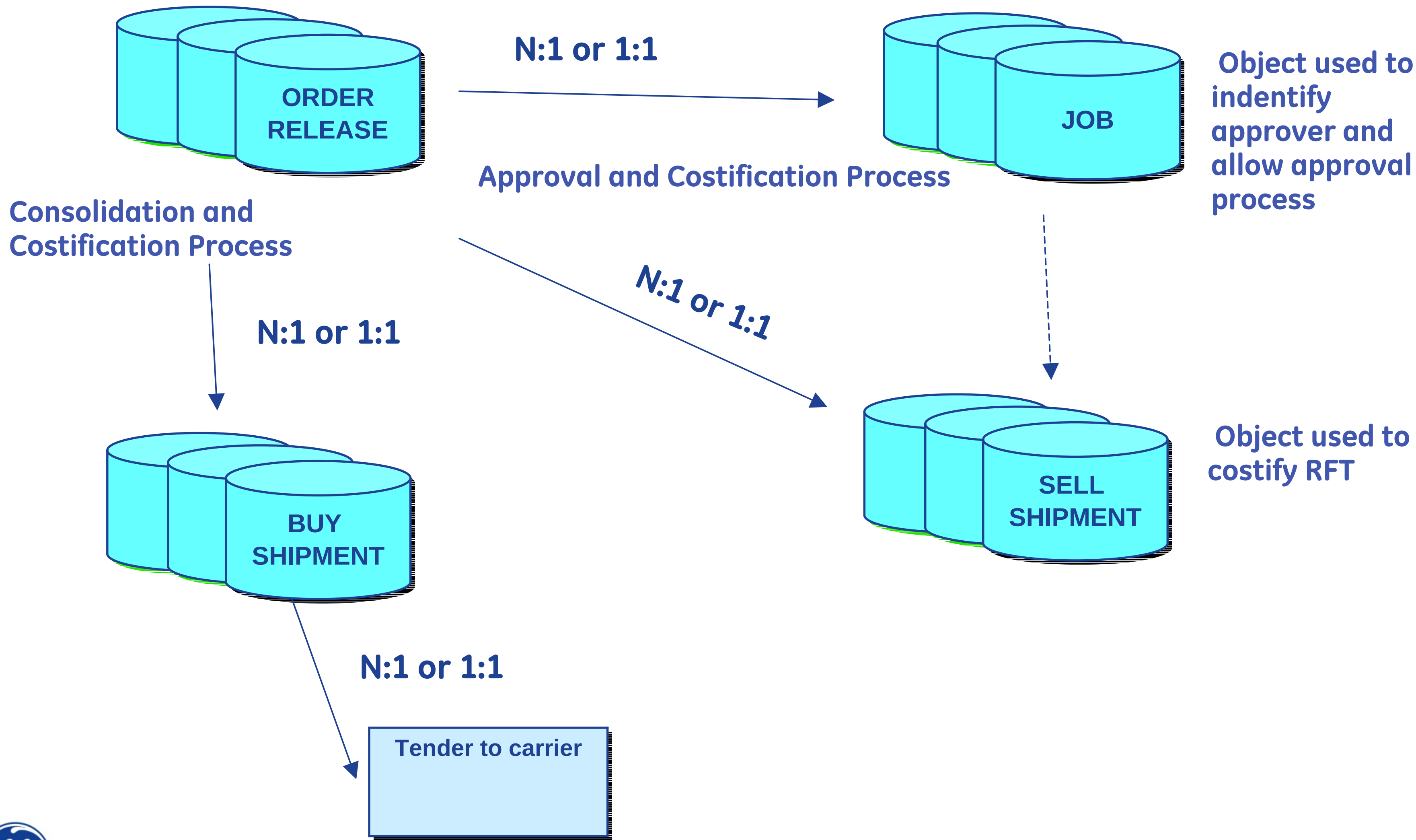
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Process Overview



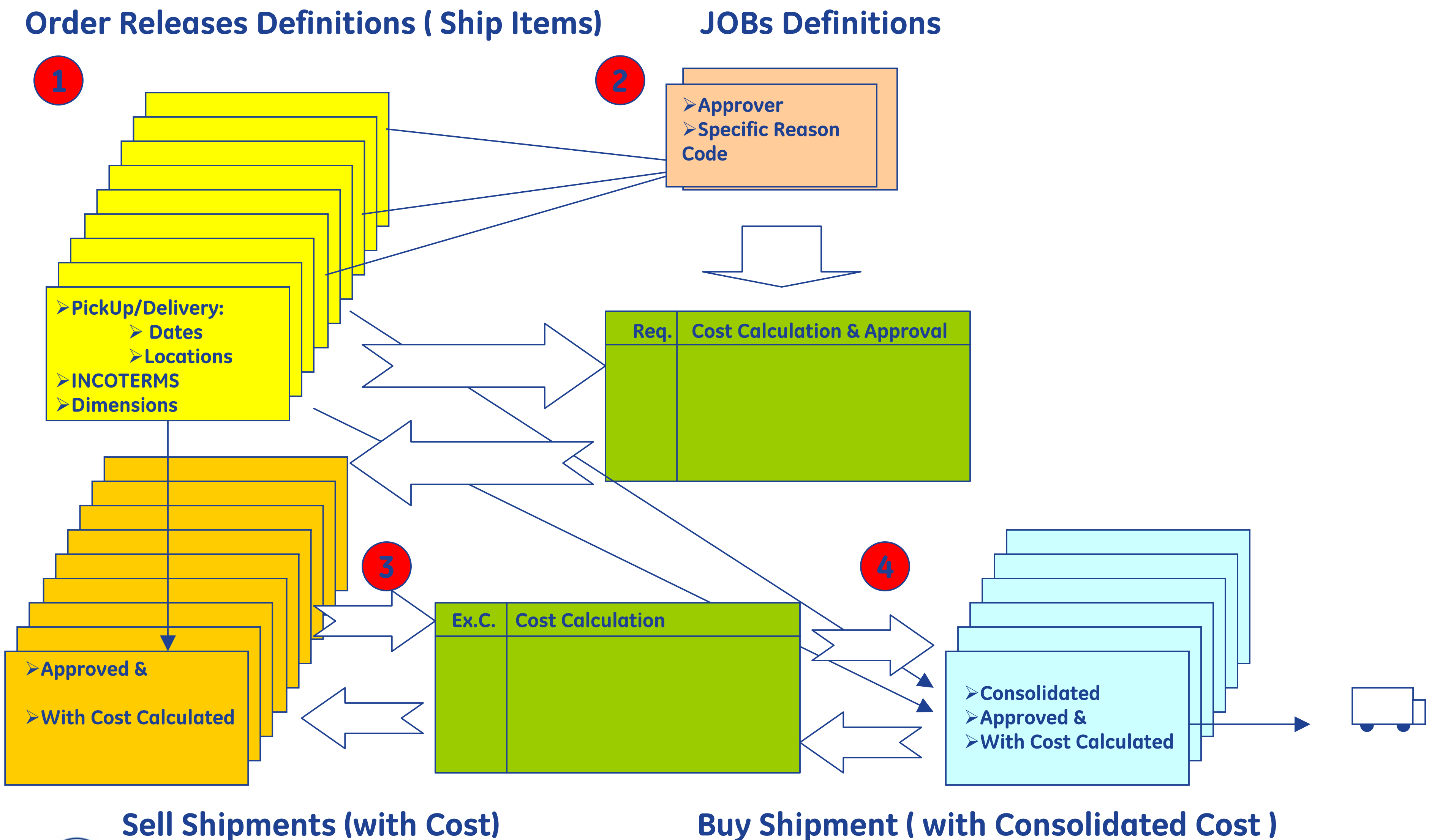
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Relations between Key Objects in OTM



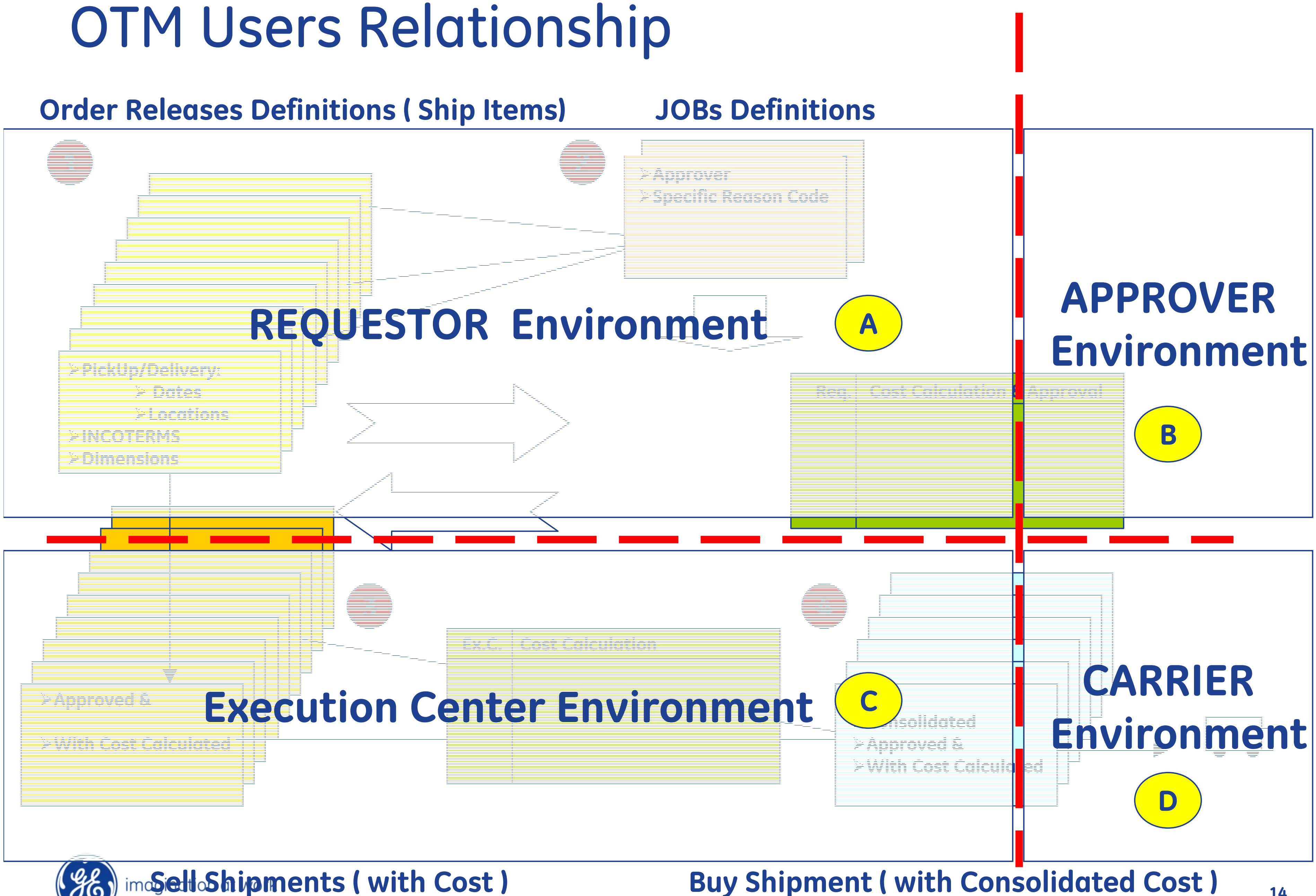
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OTM Data Structure



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OTM Users Relationship



OTM Users /Roles Overview

Role	Description
REQUESTOR (GE)	Can create OR(s) in the system and change it's OR(s) only Can create JOB(s) from OR(s) to be sent in APPROVAL/COST Allocation This will create Sell Shipment with cost assigned, managed later by LEC
REQUESTOR (non GE)	Can create OR(s) in the system and change it's OR(s) only Can create JOB(s) from OR(s) to be sent in APPROVAL/COST Allocation This will create Sell Shipment with cost assigned, managed later by LEC
SUPER REQUESTOR	Can create OR(s) and change it and also OR(s) of other requestors Can create JOB(s) from OR(s) to be sent in APPROVAL/COST Allocation Able to view everything in OTM
APPROVER (GE)	Can read all JOB(s) Can approve/refuse only JOB(s) of his/her own competence for : • Standard COST(> 2000E) • Premium Transportation
Logistic Execution Centre (LEC)	Can access only SS created by COSTING Allocation Process of JOB(s); can assign SPOT Cost and create/manage TENDER(s) and create consolidated Buy Shipment to be assigned to CARRIER for Execution
GE Logistic Execution ADMIN (LEC)	Can access only SS created by COSTING Allocation Process of JOB(s); can assign SPOT Cost and create/manage TENDER(s) and create consolidated Buy Shipment to be assigned to CARRIER for Execution Able to confirm buy shipment ready to be invoiced
CARRIER	Can accept TENDER(s) from LEC and update cost and dates, uploading POD, Delivered action Can access / execute only BS of his/her own competence
ADMINISTRATOR	IM role for development and set up system
VIEWER	Able to view everything in OTM Not able to make action in OTM

Carrier Role

The Carrier role will manage different options during the whole transportation process, like :

• He/she will receive request for TENDER from Ex.Center about specific BUY Shipments

• He/she can then accept a TENDER / or decline it; notification will be send to Ex.Center & Requestor

• if He/she will accept a TENDER the Carrier will be responsible for its execution and he/she will need to upload in the system specific documents (predefined with Ex.Center) to prove that the transportation execution took place (PROOF OF DELIVERY)

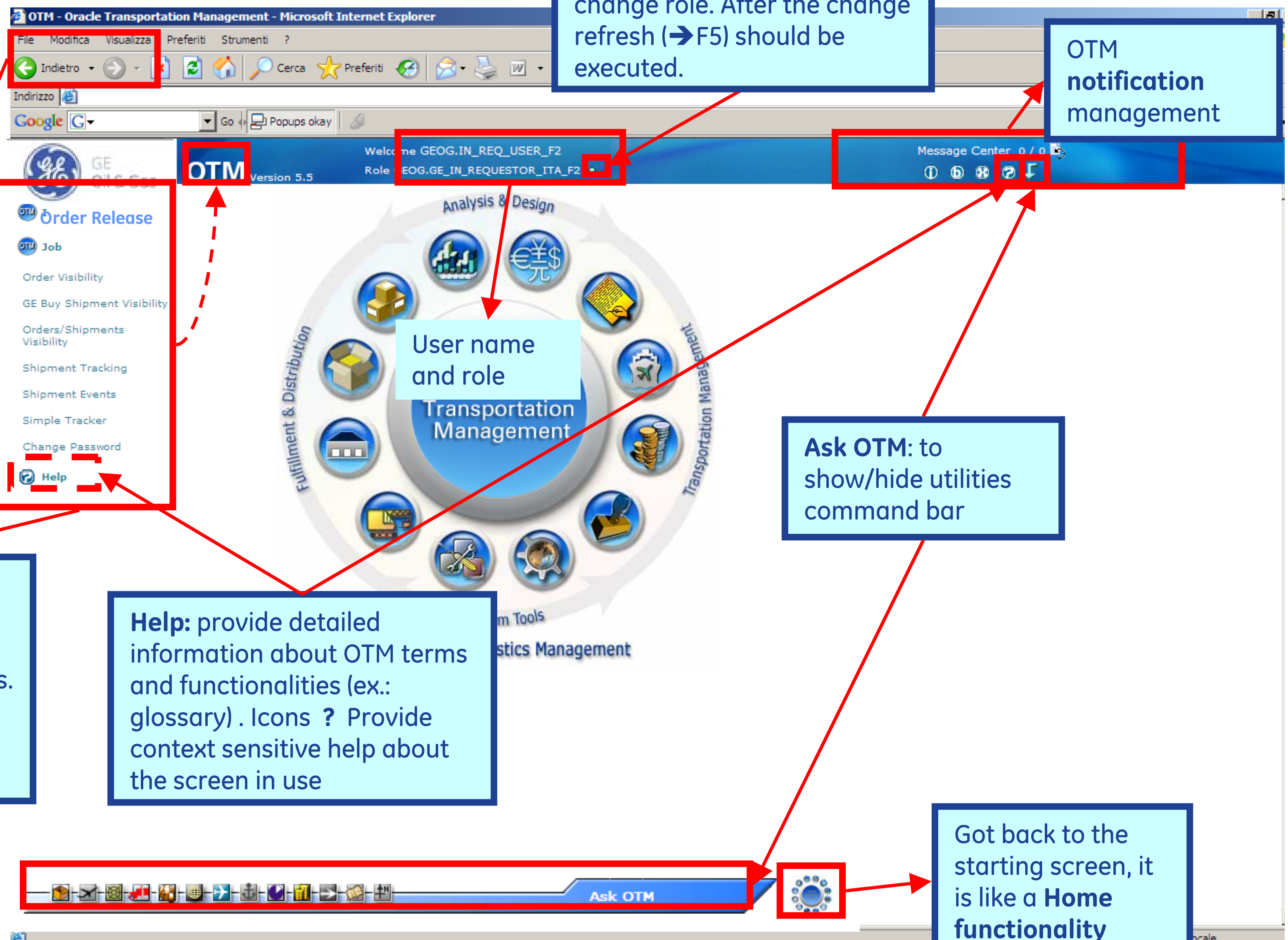
• The Carrier will be also capable to enter in the system additional costs in order to claim for refund, when he'll be ready He/she will set the status to (READY TO INVOICE); a specific person in the Ex.Center will analyze such cost and will accept or refuse the cost approval.

• The Carrier has the Ex.Center people as direct counterpart and can also communicate with the Requestor via email

• Carrier activities will be also visible by the REQUESTOR in the associated BUY Shipments

3.0 OTM Navigation

OTM Navigation



Use browser keys **Back** and **Forward** to navigate; use SAVE your date in creation mode

Change Role allows to change role. After the change refresh (➔F5) should be executed.

OTM **notification** management

User name and role

Ask OTM: to show/hide utilities command bar

Application command bar: show user available functions. Can be enabled /disabled clicking on OTM

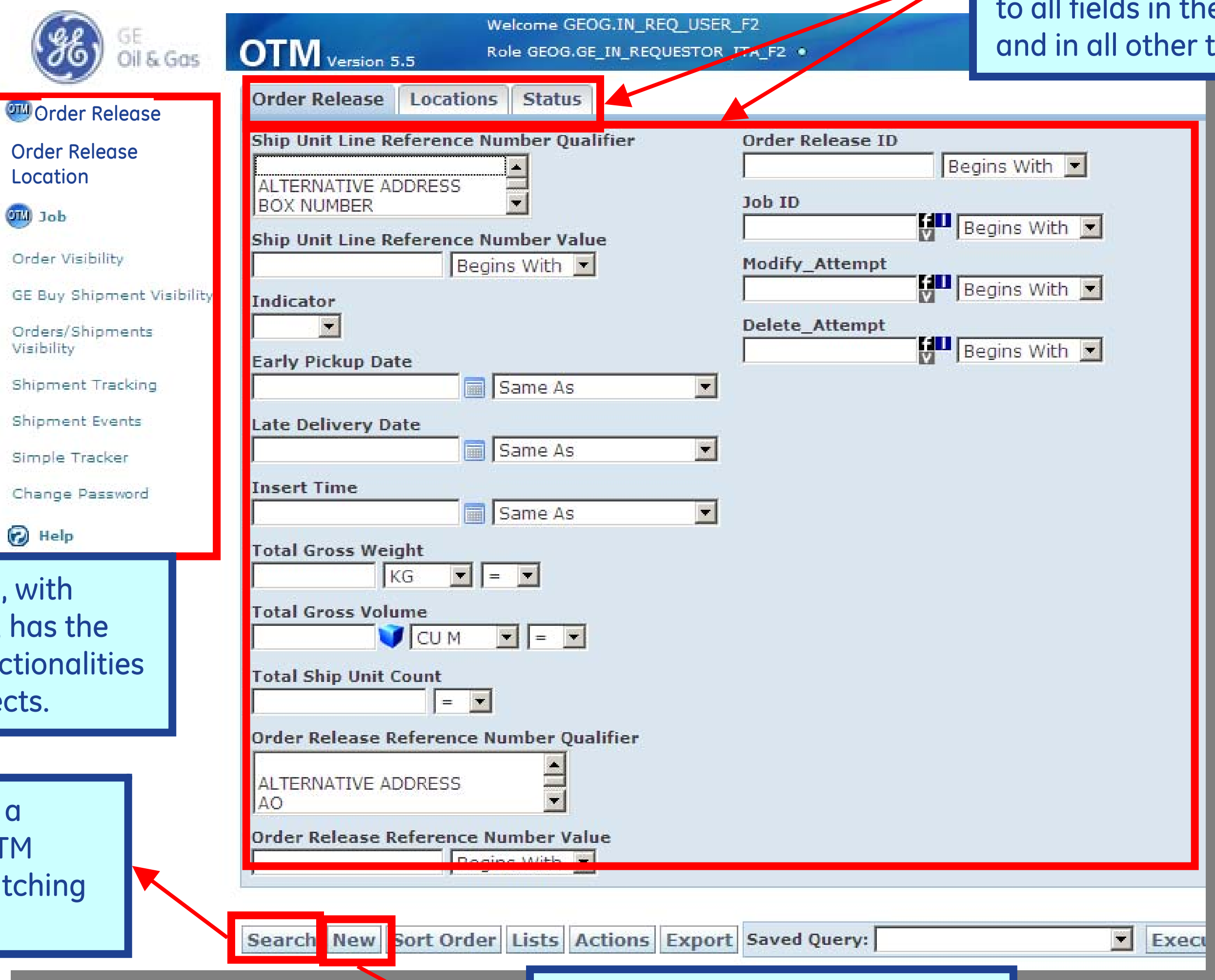
Help: provide detailed information about OTM terms and functionalities (ex.: glossary) . Icons **?** Provide context sensitive help about the screen in use

Got back to the starting screen, it is like a **Home functionality**

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OTM Navigation

It is possible to enter multiple **filters** to better define the search parameters. Please pay attention to all fields in the search screen and in all other tabs.



The **SEARCH Screen** , with specific peculiarities, has the same layout and functionalities for all users and objects.

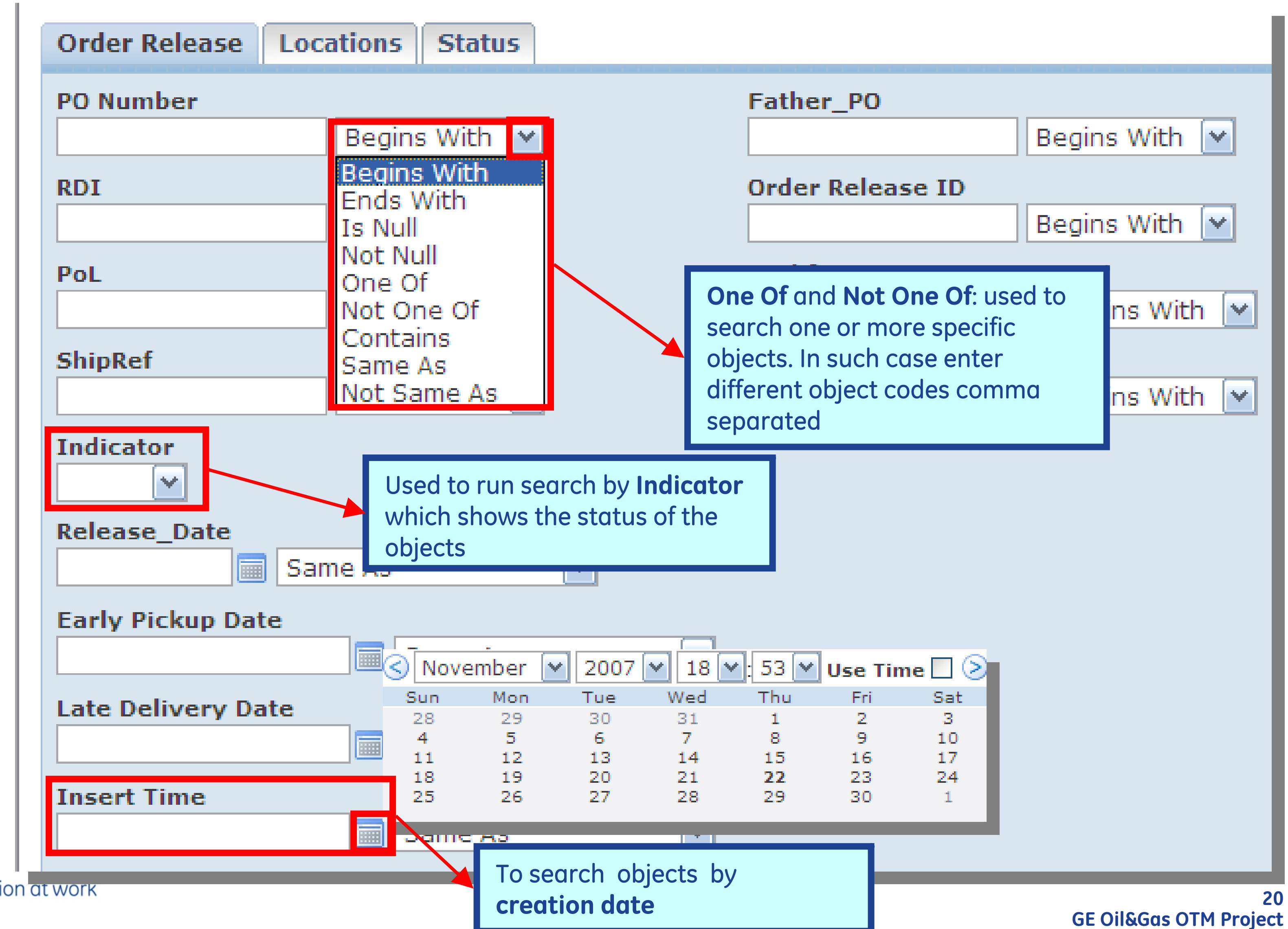
Search used to start a search command. OTM shows all objects matching the defined filters.

New to create a new object related to the search screen in processing (a new OR in this example)

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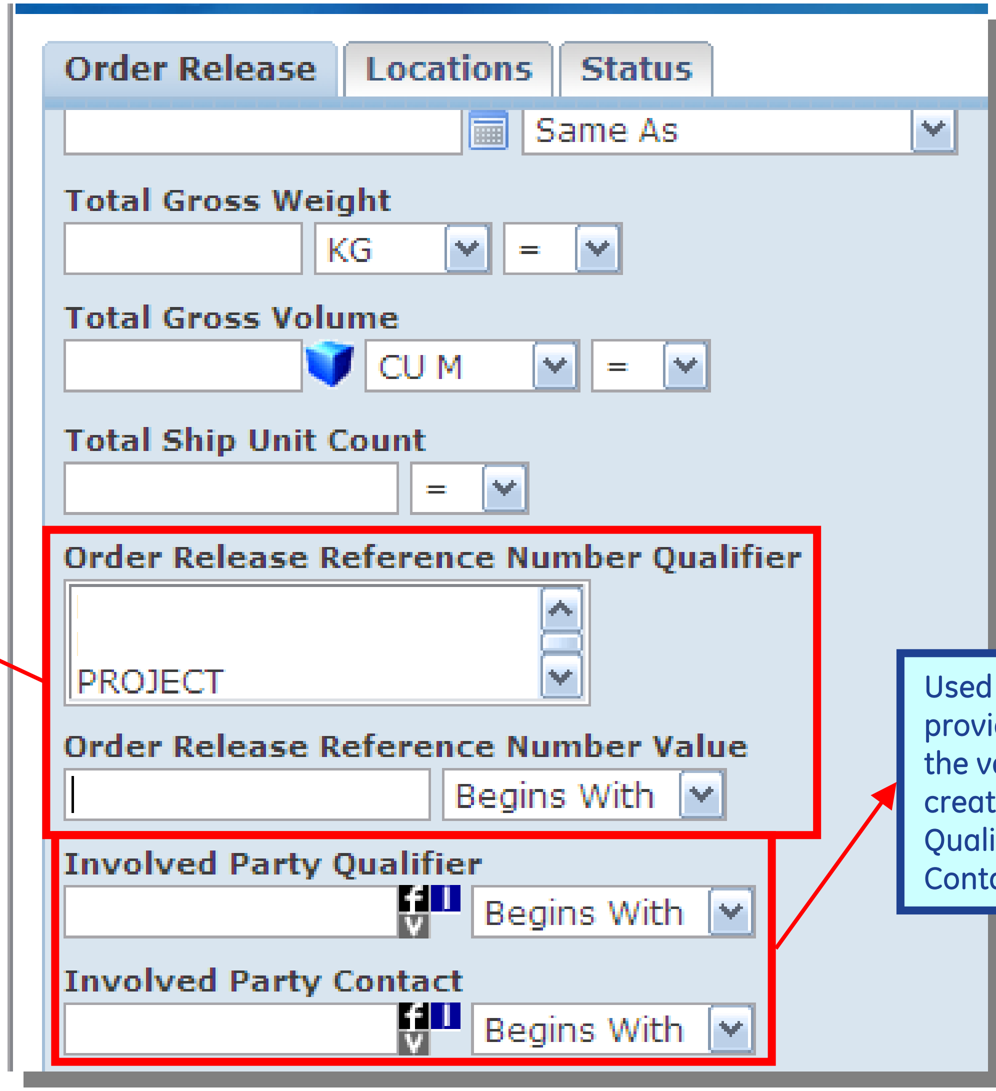
OTM Navigation

Suggestions about search...



OTM Navigation

Suggestions about search…

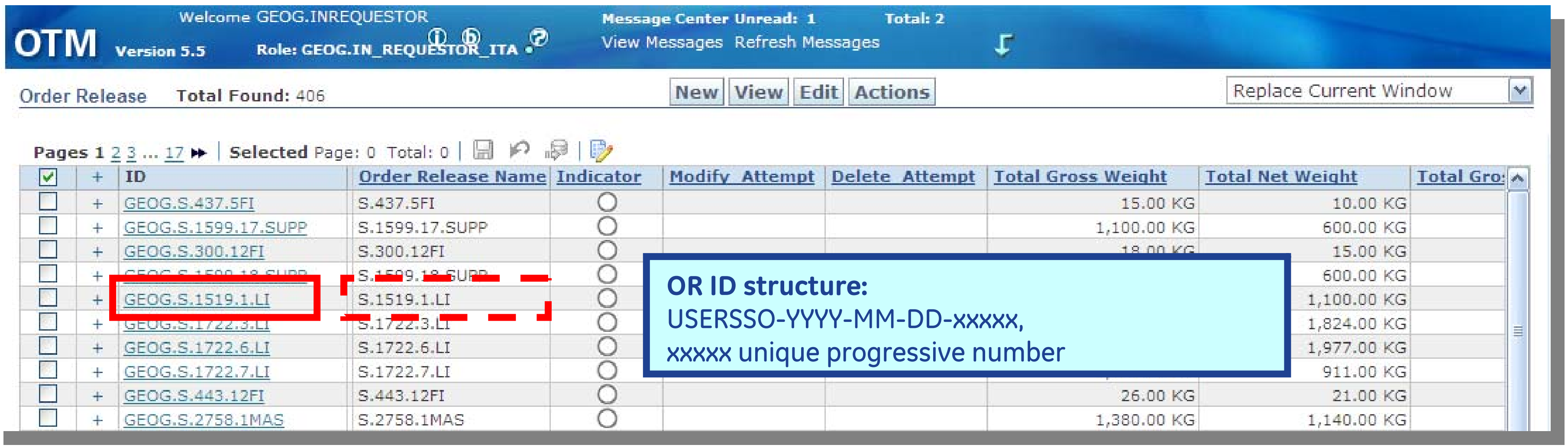


Used to select a **Qualifier** as search key below the search value can be entered

Used to search by **Involved Party** providing the qualifier and below the value (ex. To find all objects created by a Requestor insert Qualifier → Logistics Contact → the Requestor name)

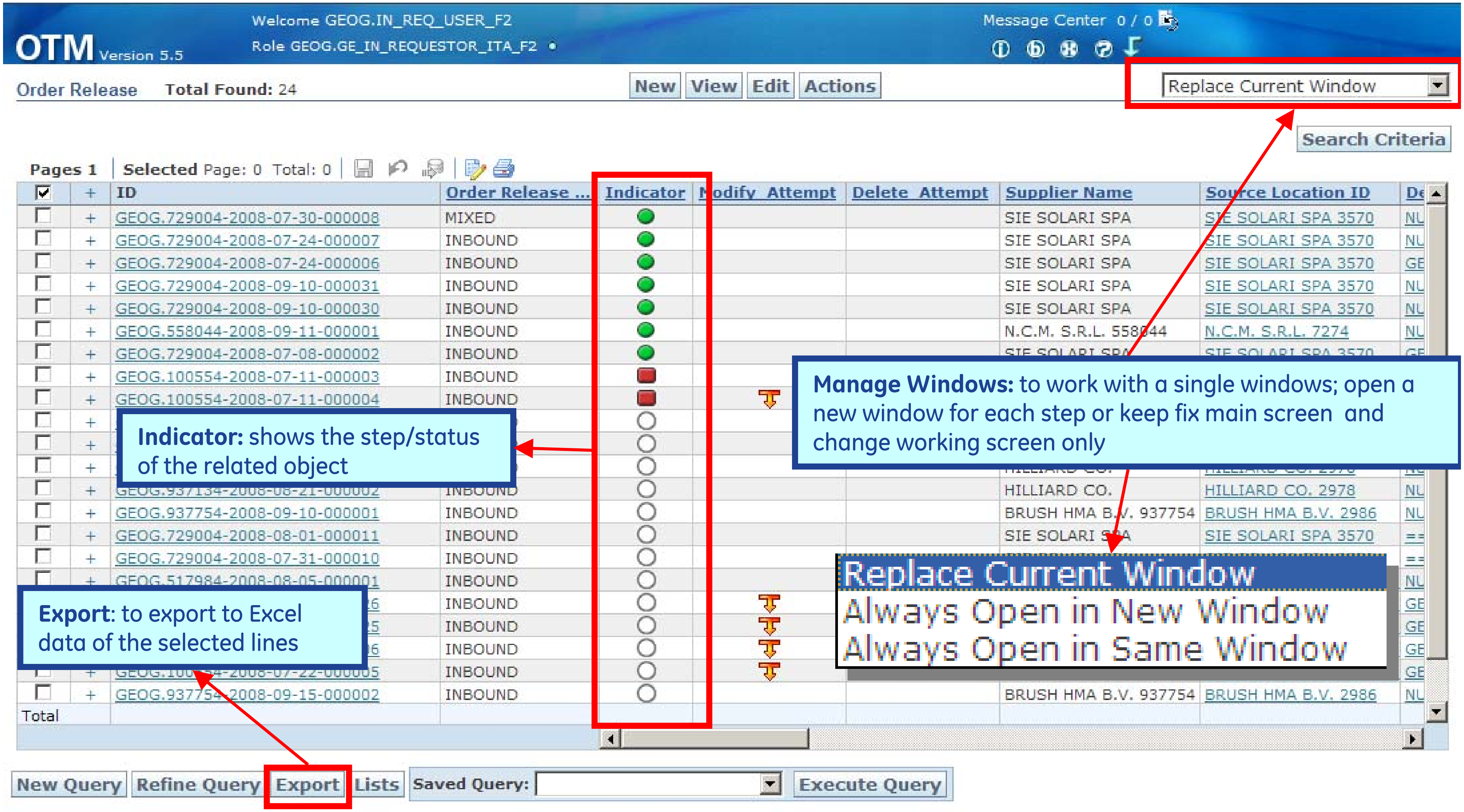
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OTM Navigation



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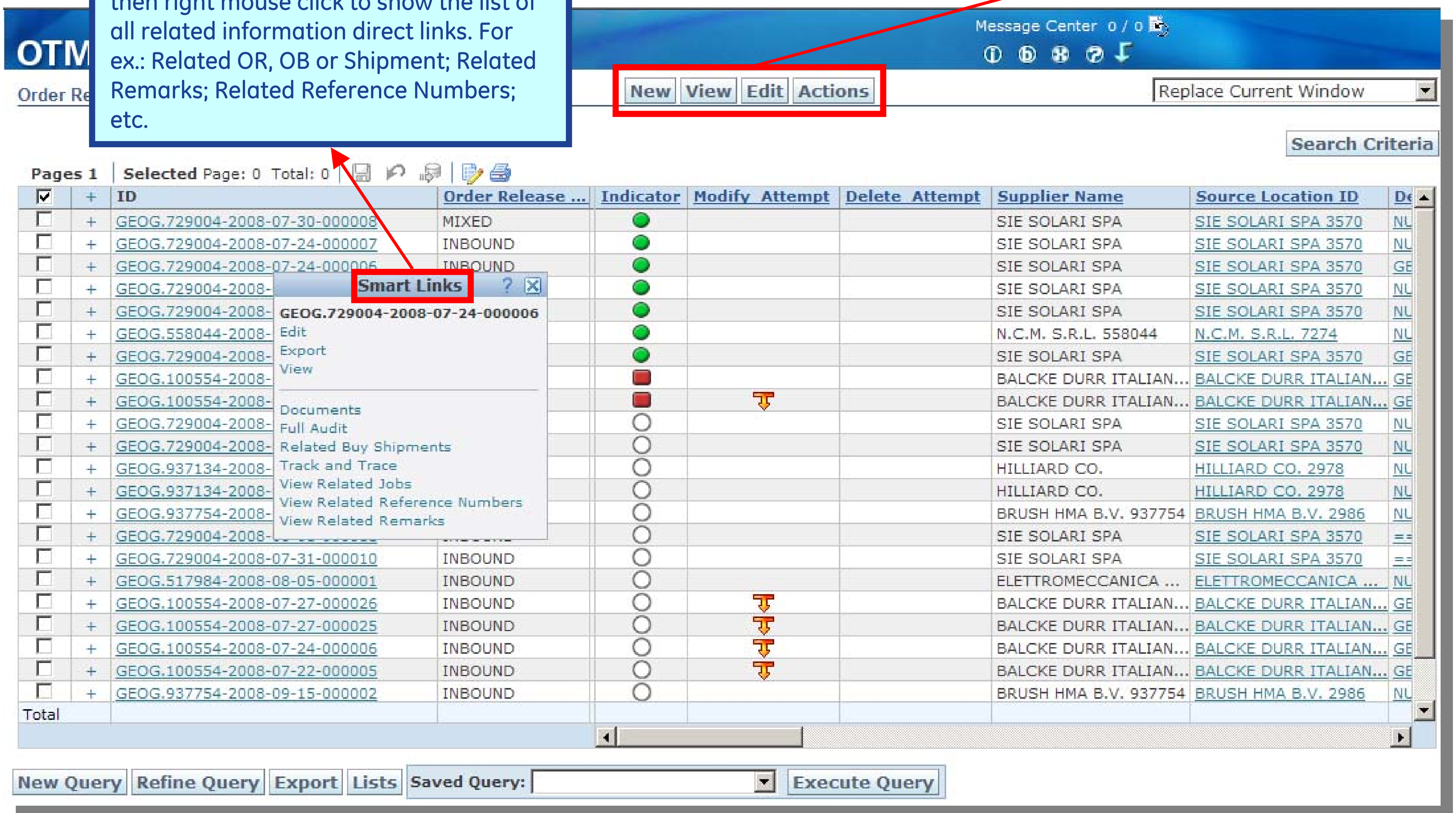
OTM Navigation



OTM Navigation

New : to create a new object;
View : to show details of selected object(s);
Edit : to edit information of selected object(s)
Action: to execute a specific Action on selected object(s)

Smart Links: selecting an object and then right mouse click to show the list of all related information direct links. For ex.: Related OR, OB or Shipment; Related Remarks; Related Reference Numbers; etc.



OTM Navigation

Indicator and Status

- Order Releases:

WHITE ➔ New: OR created but not the Buy Shipment

GREEN ➔ Planned-Final: Buy Shipment has been created

GREEN ➔ Executed-Final: Buy Shipment has been tendered

Yellow ➔ Planned-Unassign: OR deleted from Buy Shipment

RED ➔ Planned-Failed: planning error (date, Location, Incoterms, etc)

- Buy Shipment:

WHITE ➔ Not Started: created Buy Shipment but Tender not yet executed

Yellow ➔ Tendered: Tender executed waiting for carrier answer

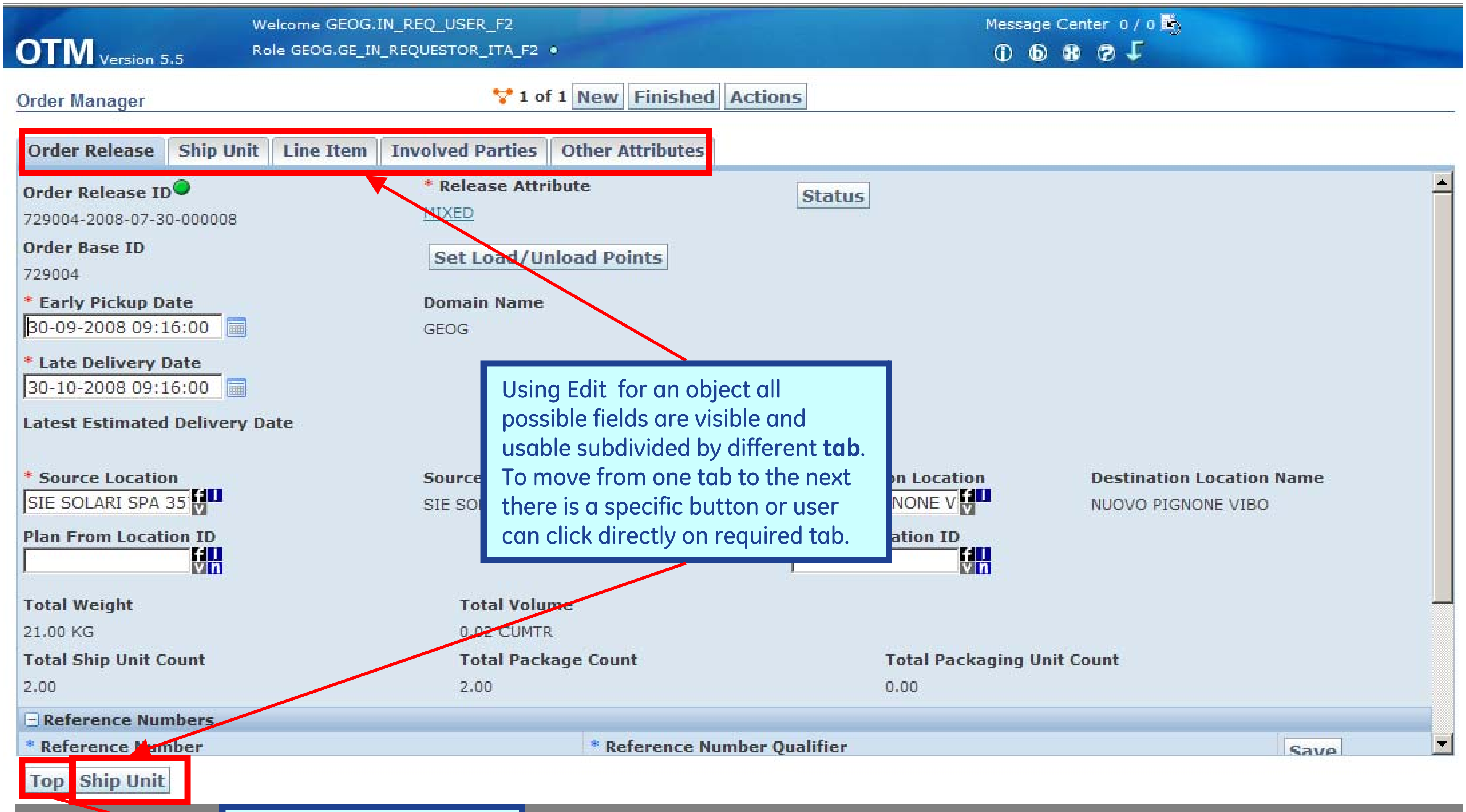
GREEN ➔ Accepted: Tender executed and also carrier Accept

RED ➔ Withdrawn: Tender retired from LEC

RED ➔ No Resources: Tender executed but Decline from carrier

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OTM Navigation

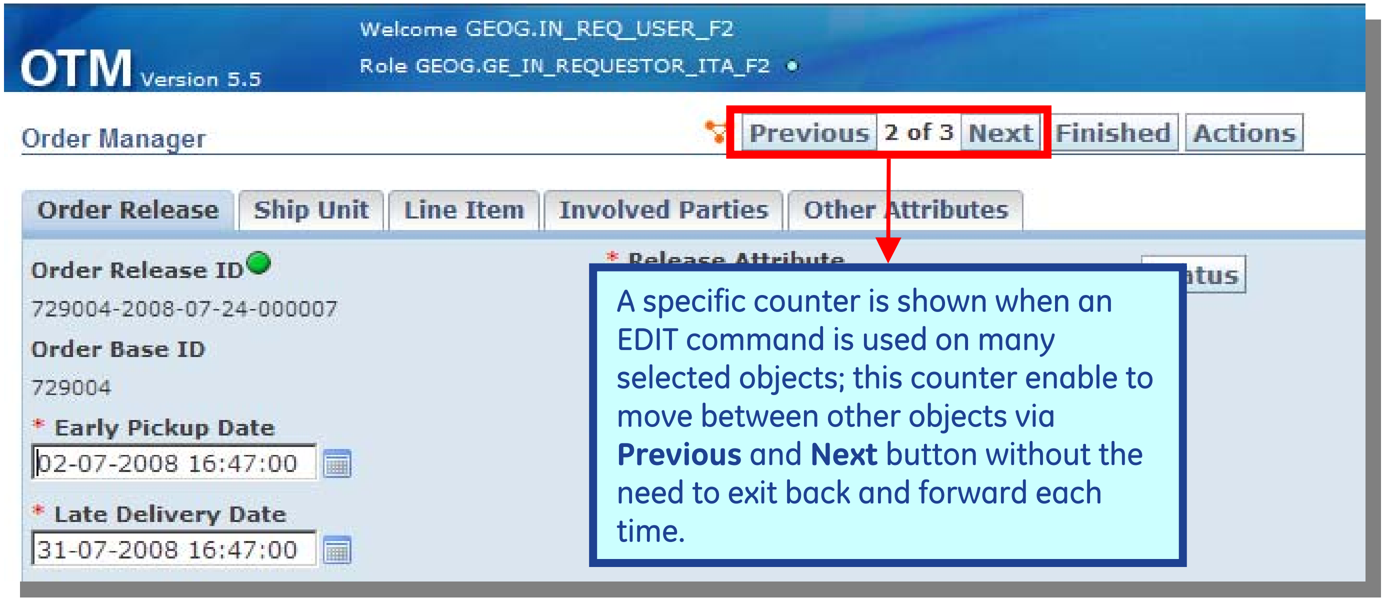


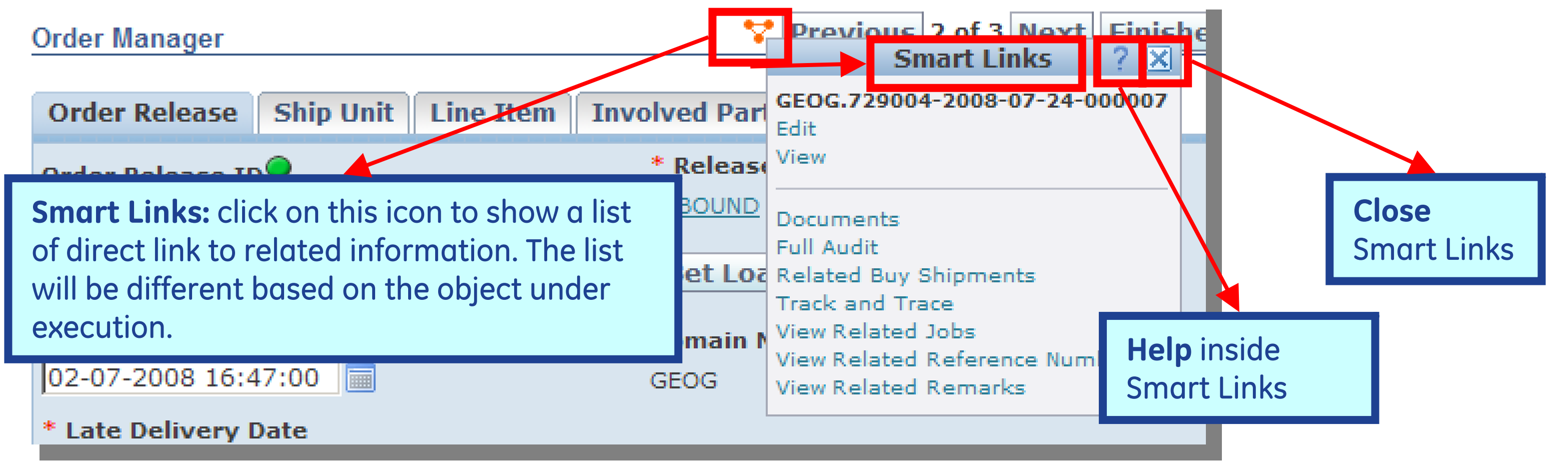
Using Edit for an object all possible fields are visible and usable subdivided by different **tab**. To move from one tab to the next there is a specific button or user can click directly on required tab.

Top: to go to the beginning of the form

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OTM Navigation

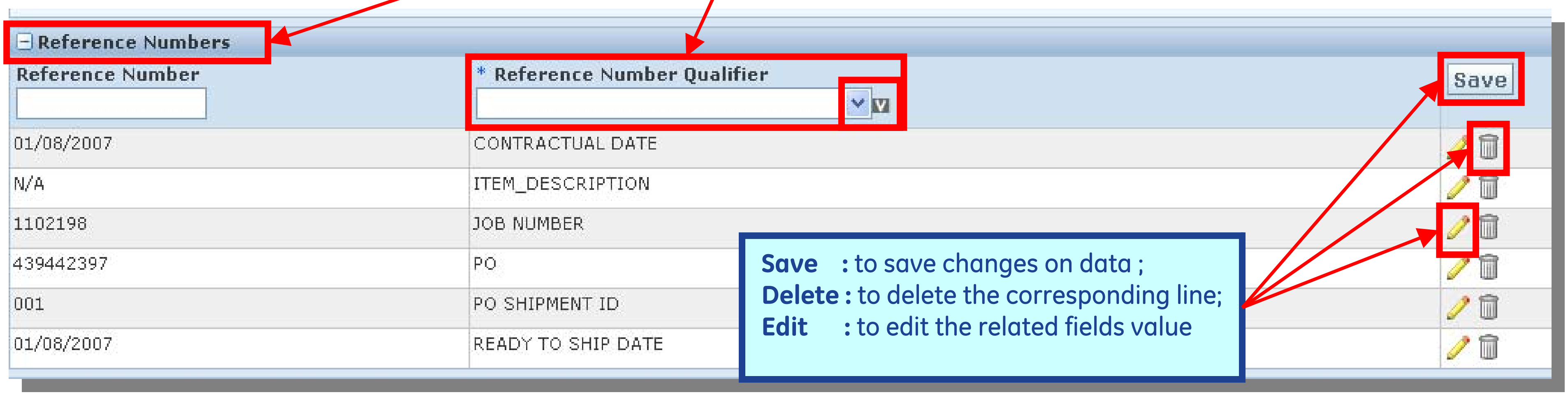




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OTM Navigation

Reference Numbers: in this section the field **Reference Number Qualifier** contains a list of additional information that will be added automatically during the process while others are manually added by the Requestor. This list of additional information is different object by object.



Save : to save changes on data ;
Delete : to delete the corresponding line;
Edit : to edit the related fields value

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OTM Navigation

Underlined values are active fields that if selected enable to open the related object.



Field marked as * are mandatory for OTM (they are not all the mandatory field for the process); those marked with * flags fields that if compiled make qualifier mandatory.

Show a **list of values** to populate the field

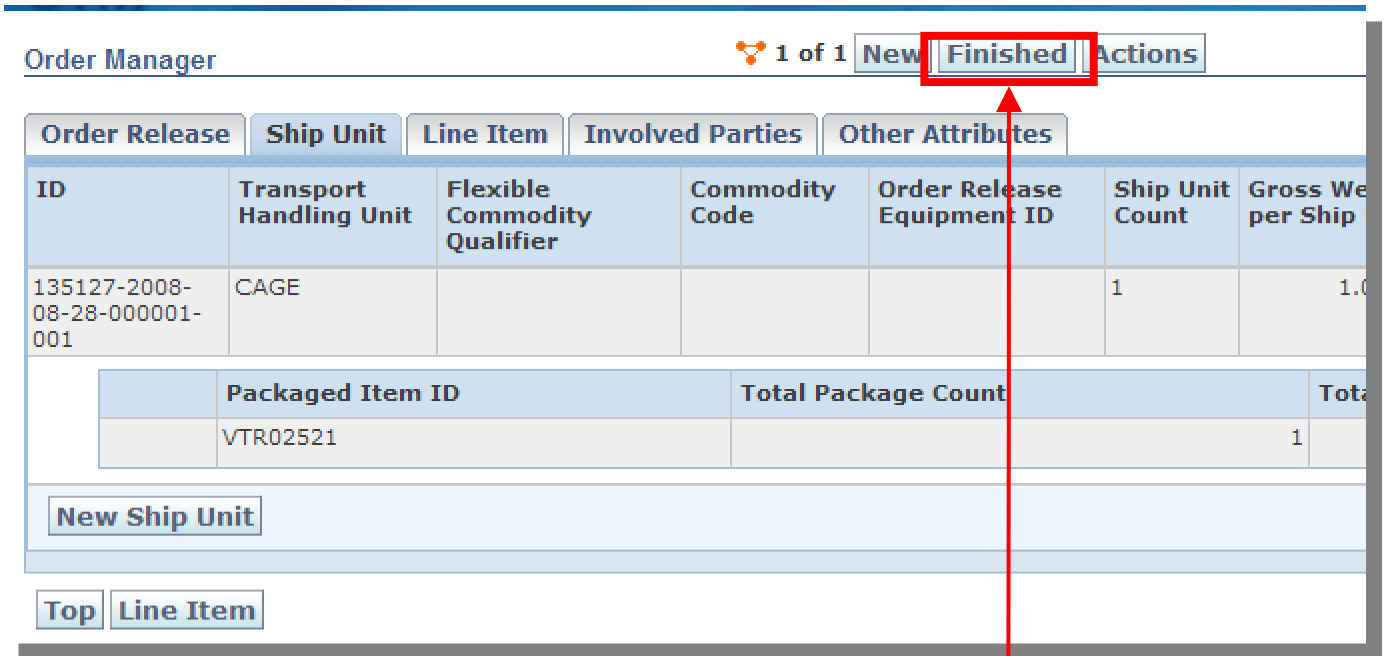
v: to show details of the associated field



This icon has 4 functions:
f (find): to run a search;
v (view): to see the detail of the value in the field;
l (list): to see the complete list of values usable for the field. If a character is entered the list is limited to the values starting with that character. Also if entering some characters (at least 3) shows the list of corresponding element , except if the list is too heavy;
n (new): to add new value to the list of value of the corresponding field (Administrator functionality only)



OTM Navigation

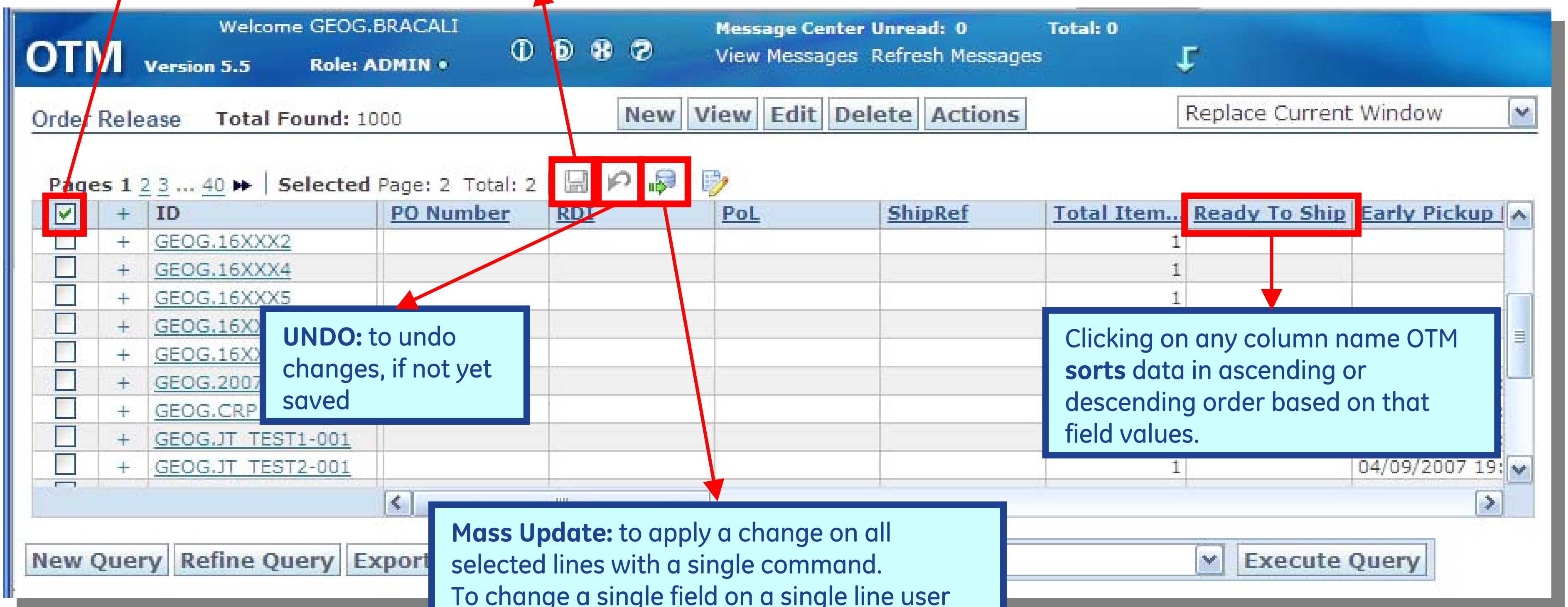


When in **Edit** mode it is required to execute a **Save** of each single form modified to save changes.
Where available , the **Finished** command should be used to save & close the screen, differently changed data will not be saved.

OTM Navigation

Select All: to select all lines

SAVE: to save data entered/modified in the list screen



UNDO: to undo changes, if not yet saved

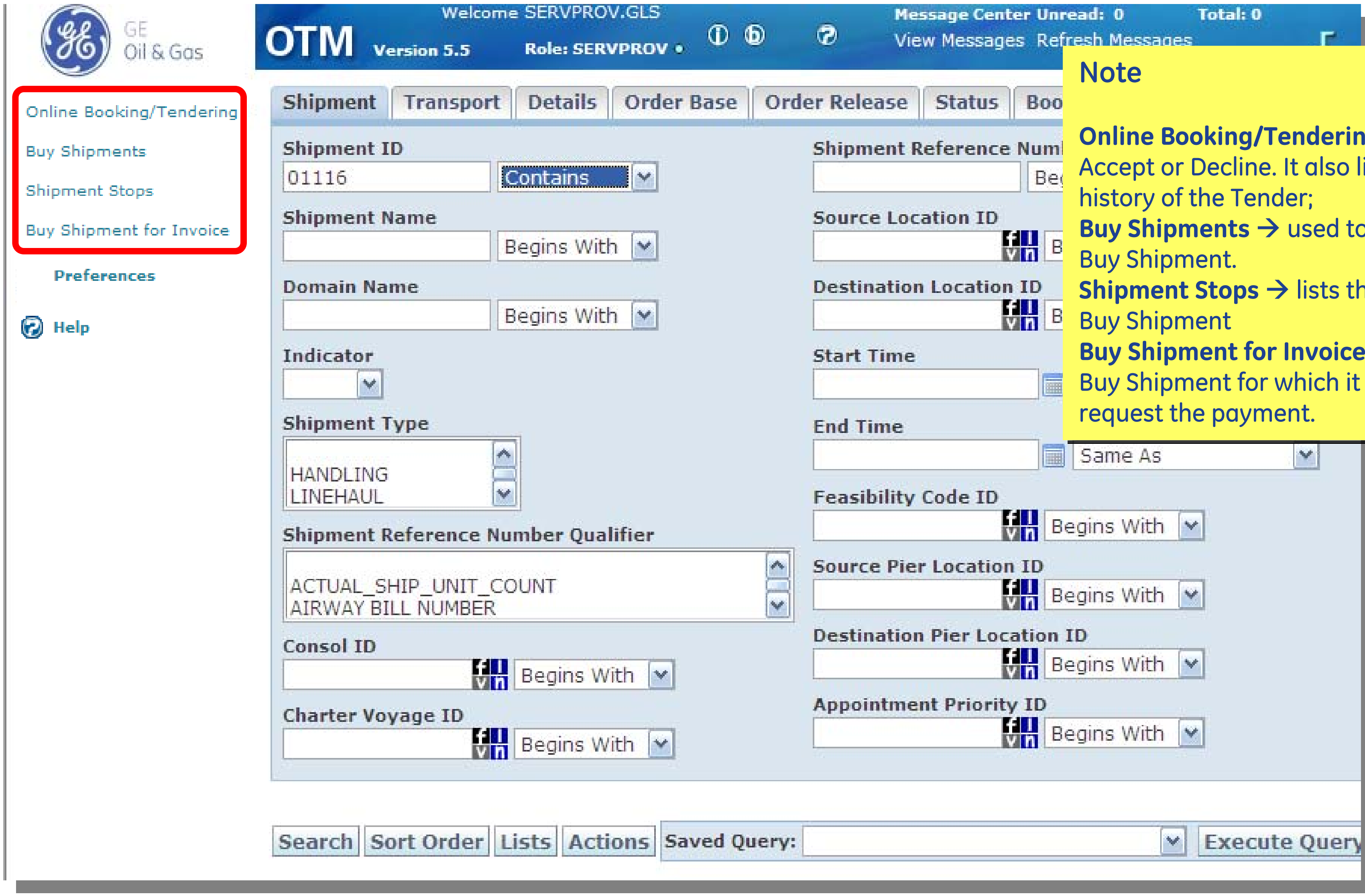
Clicking on any column name OTM **sorts** data in ascending or descending order based on that field values.

Mass Update: to apply a change on all selected lines with a single command.
To change a single field on a single line user can click on that field and enter the value. In any case a SAVE should be executed at the end to save the changes.

4.0 Transport Acceptance & Planning

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Transport acceptance & planning

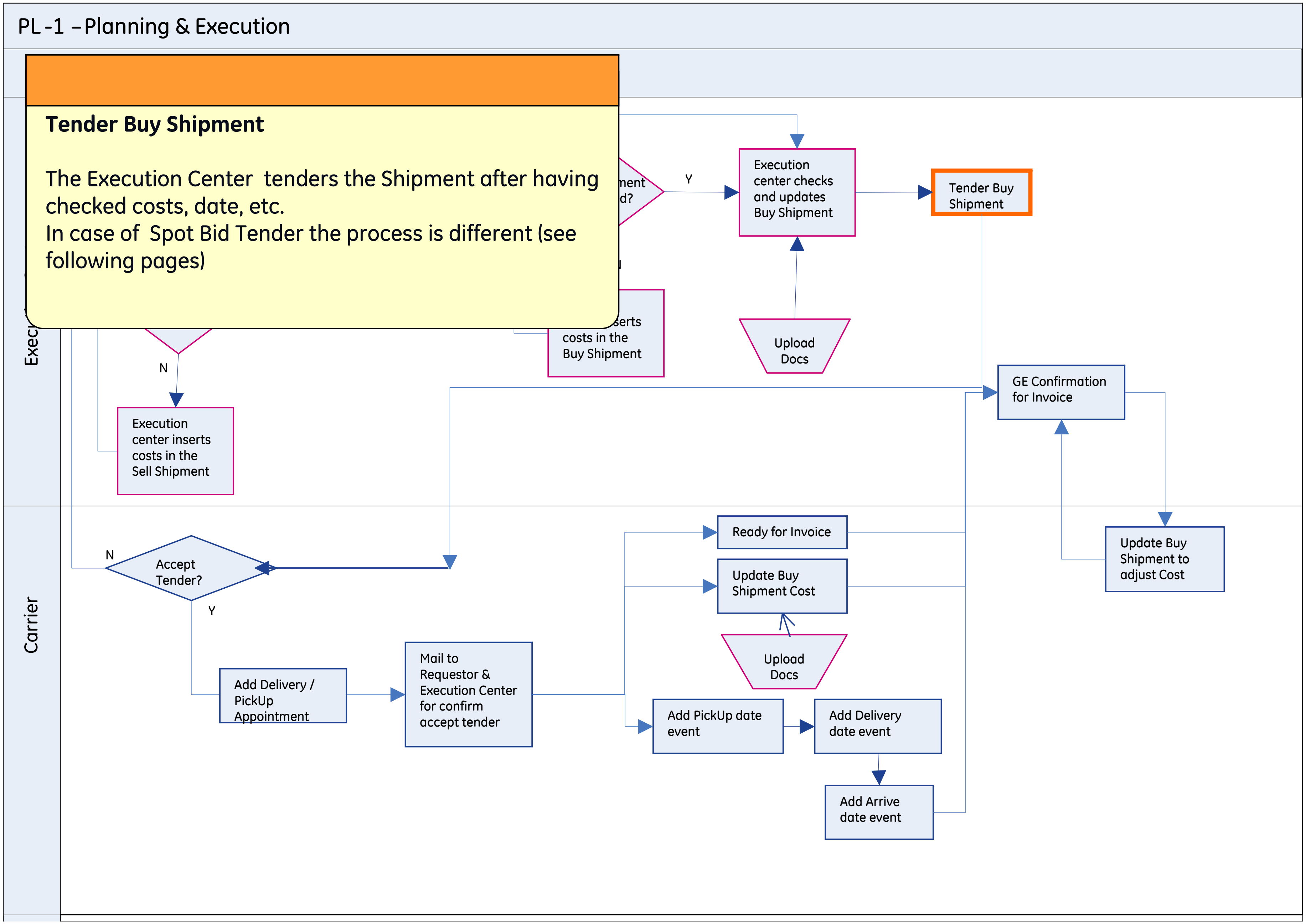


Note

Online Booking/Tendering → used to Accept or Decline. It also lists all the history of the Tender;
Buy Shipments → used to work on the Buy Shipment.
Shipment Stops → lists the stops of the Buy Shipment
Buy Shipment for Invoice → shows the Buy Shipment for which it is possible to request the payment.

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Planning & Execution



Online booking – Spot Bid Tender

If OTM cannot find a cost for Buy Shipment, Execution Center invites all Carriers to participate in the bidding on a Spot Bid Tender via mail.

Carrier has to submit his bid, that will be processed by the end of the "Respond By" time. Failure to submit a bid on time will result in the tender being cancelled.

ORACLE

Instruction	**You are invited to participate in the bidding on a Spot Bid Tender. Please submit your bid using the URL below or reply to the contact below if unable to access this URL. Your bid will be processed by the end of the Respond By time. Failure to submit a bid on time will result in this tender being cancelled.**
URL	Respond Via The Web
Reply By	**2009-02-19 11:57:00 Europe/Rome**

Sent By

Name	MAREK PRISKIN	**Phone**	
Company Name		**Fax**	
Location ID		**Email**	priskin.m@allynintl.com

Logistics Information

Name	ADAM SCRAGG	**Phone**	
Company Name		**Fax**	DUMMY_APPROVER
Location ID		**Email**	adam.scragg@ge.com

Shipment Information

Shipment ID	0110066	**Stop**	2
Total Cost	999999.0	**Currency**	EUR
Total Weight	10.00 KG	**Total Volume**	0.13 CUMTR
Start Date	2009-05-07 12:34:00 Europe/Copenhagen	**Start Point**	VETCOGRAY DK AS
End Date	2009-05-07 12:34:00 Europe/Paris	**End Point**	VETCO GRAY FRANCE
Hazardous	N	**Temp Control**	N
INCOTerms	FCA	**Freight Terms**	
Voyage ID		**Vessel Name**	
Equipment	SPOT_EQUIPMENT	**Total Ship Units**	1
Parent P.O. Number		**P.O. Number**	

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Online booking – Spot Bid Tender

Equipment Information

S_Equipment ID	Equipment ID	Equipment Group	Equipment Type	Equipment Initial	Equipment Number
102479		SPOT_EQUIPMENT			

Shipment Stop Information

Stop	Location	Contact	Contact Phone	Street Address	City	State	Arrival	Departure
1	VETCOGRAY DK AS			MAADEVEJ 37	ESBJERG		2009-05-07 12:34:00 Europe/Copenhagen	2009-05-07 12:34:00 Europe/Copenhagen

Ship Unit ID	Activity	Unit Weight	Unit Volume	Length - Width - Height	Unit Spec	Ship Unit Count	Order Release ID	Early Pickup Date
20090218-000268-001-002	Pickup	10.00 KG	0.13 CUMTR	56.00 CM - 45.00 CM - 50.00 CM	BOX	1	20090218-000268	2009-05-07 12:34:00

Release ID	Total Weight	Total Volume	Total Packaged Item Count	Total Packaged Item Spec Count	Shipping Space
20090218-000268	10.00 KG	0.00 CUMTR	1	0	

Stop Activity Totals	Total Weight	Total Volume	Total Ship Unit Count
Pickup Total	10.00 KG	0.13 CUMTR	1

Stop	Location	Contact	Contact Phone	Street Address	City	State	Arrival	Departure
2	VETCO GRAY FRANCE			21 RUE DELEVAL	AULONYE		2009-05-07 12:34:00 Europe/Paris	2009-05-07 12:34:00 Europe/Paris

Ship Unit ID	Activity	Unit Weight	Unit Volume	Length - Width - Height	Unit Spec	Ship Unit Count	Order Release ID	Early Pickup Date
20090218-000268-001-002	Delivery	10.00 KG	0.13 CUMTR	56.00 CM - 45.00 CM - 50.00 CM	BOX	1	20090218-000268	2009-05-07 12:34:00

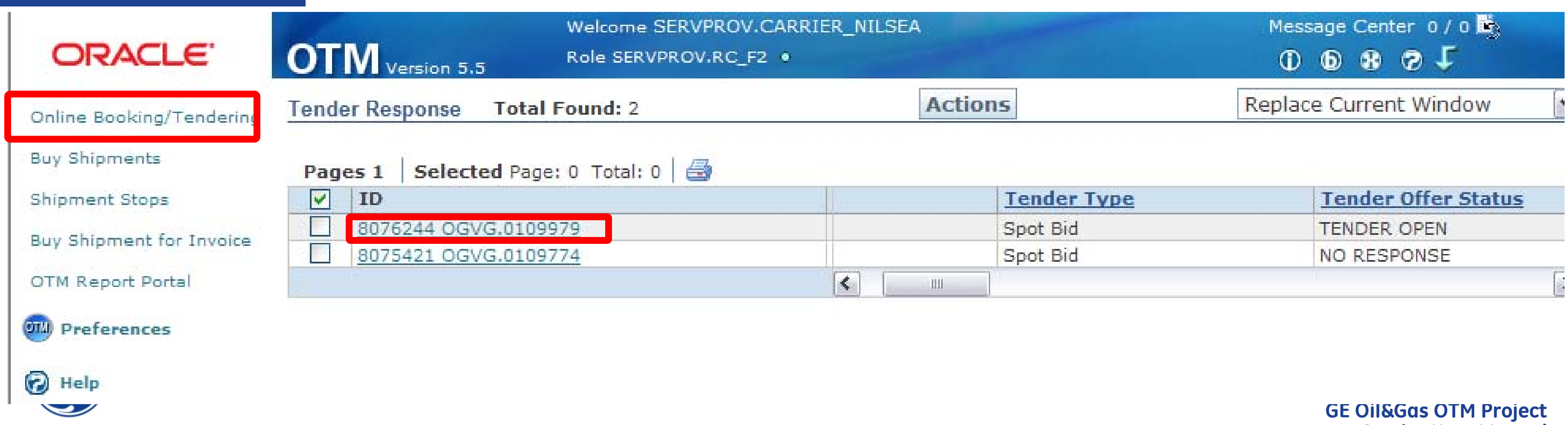
Release ID	Total Weight	Total Volume	Total Packaged Item Count	Total Packaged Item Spec Count	Shipping Space
20090218-000268	10.00 KG	0.00 CUMTR	1	0	

Stop Activity Totals	Total Weight	Total Volume	Total Ship Unit Count
Delivery Totals	10.00 KG	0.13 CUMTR	1

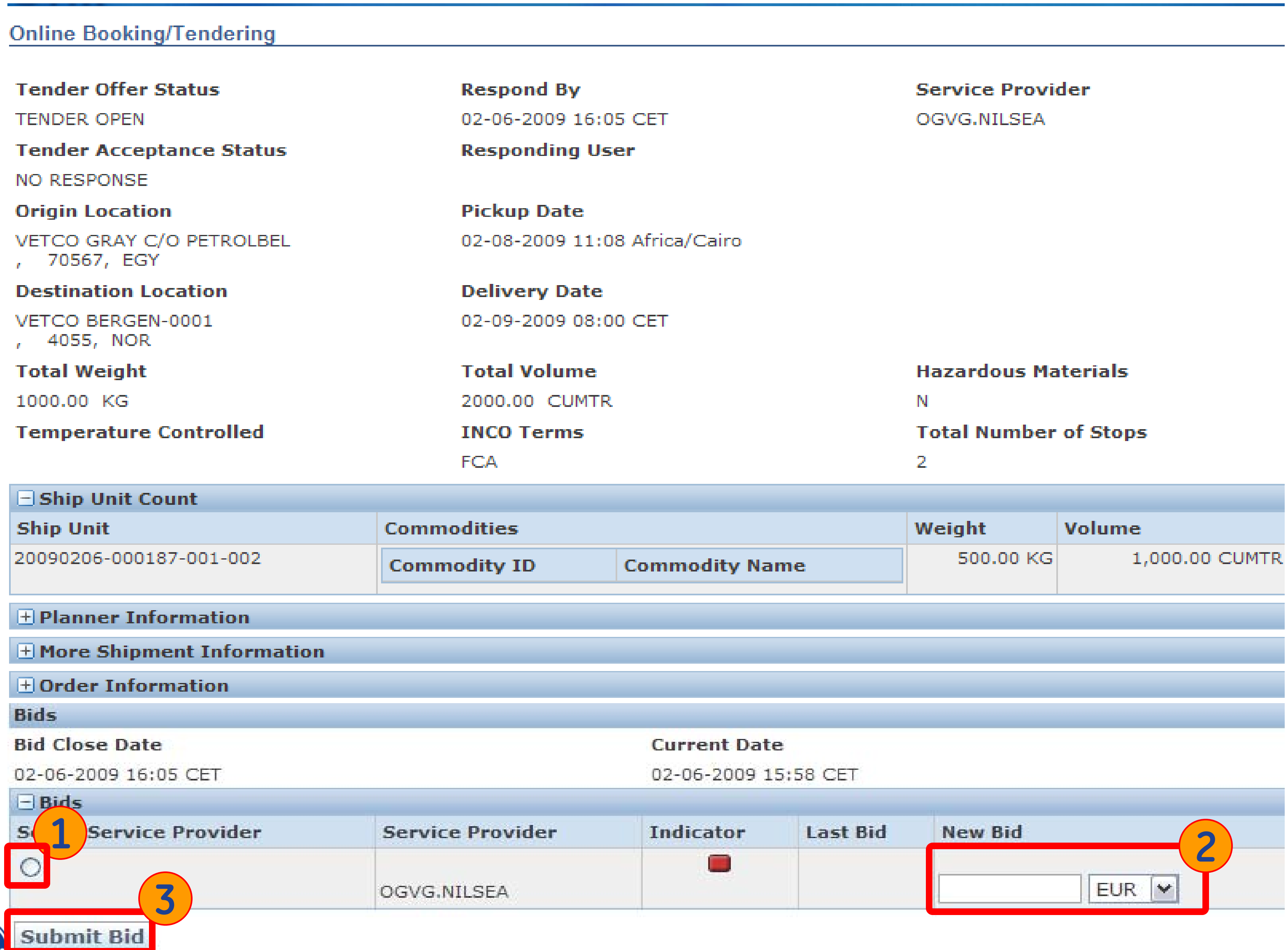
Online booking – Spot Bid Tender



Click here to open direcly the Buy Shipment or enter on OTM, choose Online Booking and search the Buy Shipment with Tender Type = Spot Bid (see below)



Online booking – Spot Bid Tender



Online booking – Spot Bid Tender

In case of Cancellation or Withdraw of the Tender the Carrier receives this email:

ORACLE

This Tender has been cancelled or withdrawn. Please do not respond to previous messages or faxes regarding this shipment.

Instruction

Sent By

Name	MAREK PRISKIN	**Phone**	
Company Name		**Fax**	
Location ID		**Email**	priskin.m@allynintl.com

Logistics Information

Name	ARILD HALAND	**Phone**	
Company Name		**Fax**	DUMMY_APPROVER
Location ID		**Email**	arild.haland@ge.com

Service Provider Information

Name		**Phone**	
Company Name	BERTLING	**Fax**	
Location ID	BERTLING	**Email**	p.magini@reply.it

Shipment Information

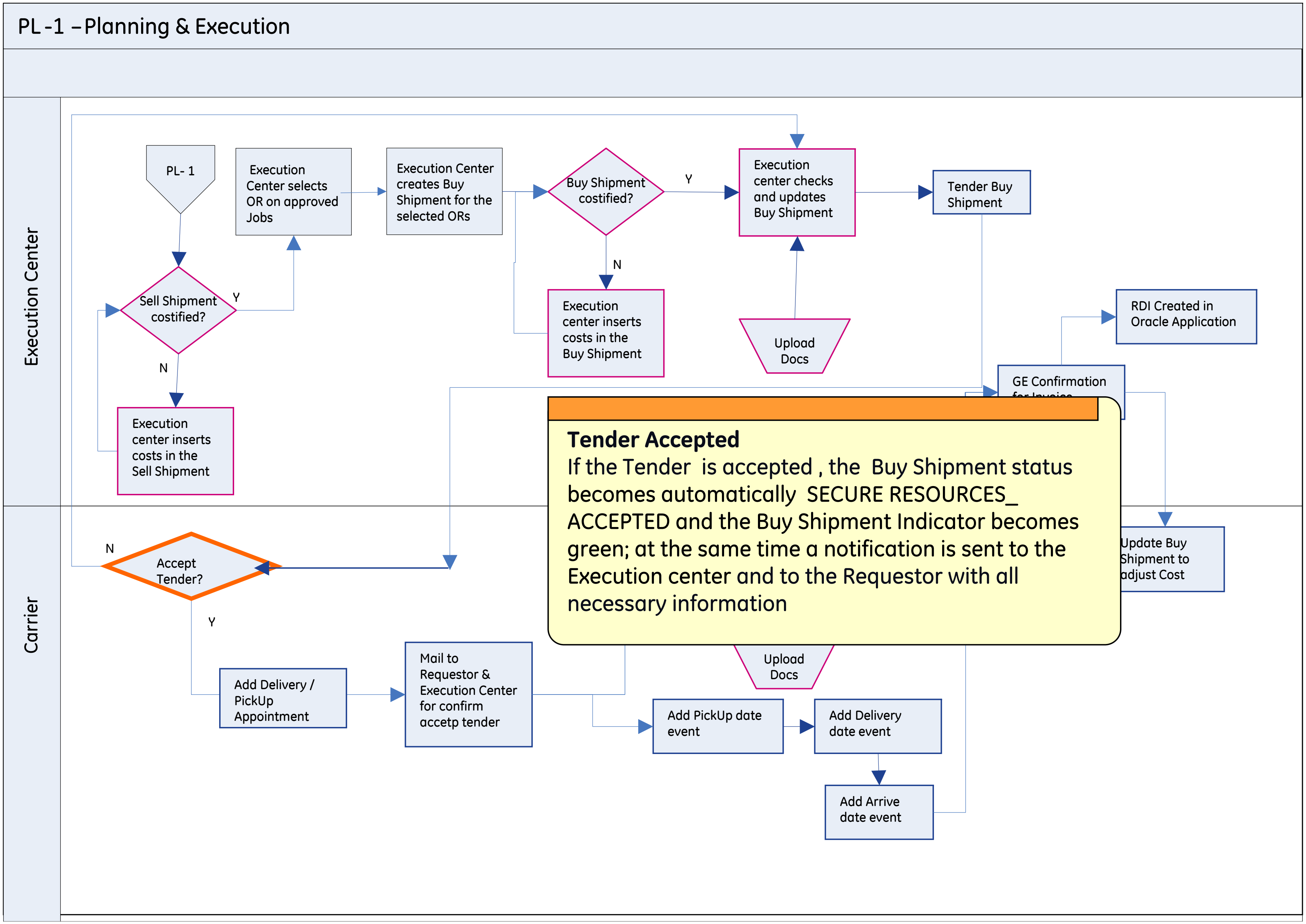
Shipment ID	0110061	**Stop**	2
Start Date	2009-02-23 09:00:00 Europe/Warsaw	**Start Point**	REMET POLEN
End Date	2009-02-23 09:00:00 Europe/Oslo	**End Point**	VETCO AIBEL
Hazardous	N	**Temp Control**	N
INCOTerms	DDP	**Freight Terms**	
Voyage ID		**Vessel Name**	
Equipment	SPOT_EQUIPMENT	**Total Ship Units**	1
Parent P.O. Number		**P.O. Number**	

Equipment Information

S_Equipment ID	Equipment ID	Equipment Group	Equipment Type	Equipment Initial	Equipment Number
102474		SPOT_EQUIPMENT			

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Planning & Execution – Carrier side



Online booking/tendering

Oggetto: Tender for Shipment ALLYN-000290

Instruction	**Please reply online using the URL below or reply to the contact below if unable to access this URL.**
URL	Respond Via The Web
Reply By	**2009-02-17 12:01:35 Europe/Prague**

Sent By

Name	GRAZIELLA LA SPINA	**Phone**	055123456
Company Name		**Fax**	DUMMY_APPROVER
Location ID		**Email**	graziella.laspina@ge.com

Logistics Information

Name	CLAUDIA BALDUCCI	**Phone**	
Company Name		**Fax**	DUMMY_APPROVER
Location ID		**Email**	c.balducci@crabiz.it

Service Provider Information

Name		**Phone**	
Company Name	ALLYN	**Fax**	
Location ID	ALLYN	**Email**	S.GIOMMY@REPLY.IT

When the Execution Center or the System (Spot Bid Tender case) perform the action “Tender”, the Carrier receives a notification via mail…

Shipment Information

Shipment ID	0110016	**Stop**	2
Total Cost	100.0	**Currency**	EUR
Total Weight	4000.00 KG	**Total Volume**	48000.00 CUMTR
Start Date	2009-02-12 13:22:00 Europe/Oslo	**Start Point**	VETCO DUSAVIK-0001
End Date	2009-02-12 12:22:00 Europe/London	**End Point**	VETCO MONTROSE
Hazardous	N	**Temp Control**	N
INCOTerms	EXW	**Freight Terms**	
Voyage ID		**Vessel Name**	
Equipment	SPOT_EQUIPMENT	**Total Ship Units**	2
Parent P.O. Number		**P.O. Number**	

Shipment Reference Number

Reference Number Qualifier	Reference Number Value
SHIPMENT ALTERNATIVE COST DESCRIPTION	OPTIONAL
REQUEST TYPE	AIR
LATE_DELIVERY_DATE	18-Feb-2009 12:22:00 GMT
EARLY_PICKUP_DATE	12-Feb-2009 12:22:00 GMT
GLOG	OGVG.0110016
BM	ALLYN-000290
SHIPMENT ALTERNATIVE COST	OPTIONAL
TENDER COUNT	0

Online booking/tendering

Equipment Information

S_Equipment ID	Equipment ID	Equipment Group	Equipment Type	Equipment Initial	Equipment Number
102155		SPOT_EQUIPMENT			

Shipment Stop Information

Stop	Location	Contact	Contact Phone	Street Address	City	State	Arrival	Departure
1	VETCO DUSAVIK-0001						2009-02-12 13:22:00 Europe/Oslo	2009-02-12 13:22:00 Europe/Oslo

Ship Unit ID	Activity	Unit Weight	Unit Volume	Length - Width - Height	Unit Spec	Ship Unit Count	Order Release ID	Early Pickup Date
20090211-000209-001-002	Pickup	2000.00 KG	24000.00 CUMTR	2000.00 CM - 3000.00 CM - 4000.00 CM	PALLET	2	20090211-000209	2009-02-12 13:22:00

Release ID	Total Weight	Total Volume	Total Packaged Item Count	Total Packaged Item Spec Count	Shipping Space
20090211-000209	2000.00 KG	0.00 CUMTR	1	0	

Stop Activity Totals	Total Weight	Total Volume	Total Ship Unit Count
Pickup Total	4000.00 KG	48000.00 CUMTR	2

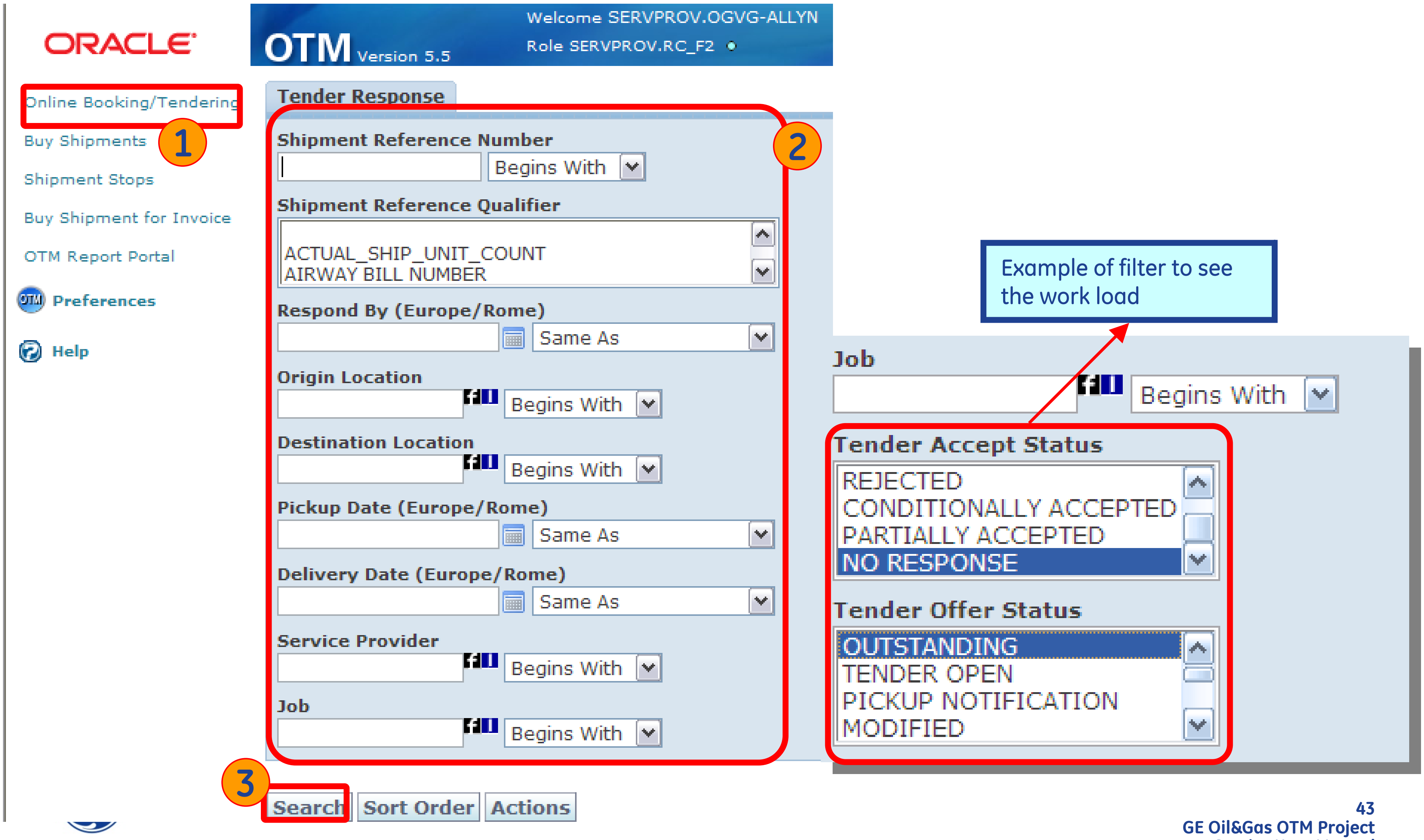
Stop	Location	Contact	Contact Phone	Street Address	City	State	Arrival	Departure
2	VETCO MONTROSE			CHARLETON ROAD	MONTROSE		2009-02-12 12:22:00 Europe/London	2009-02-12 12:22:00 Europe/London

Release ID	Total Weight	Total Volume	Total Packaged Item Count	Total Packaged Item Spec Count	Shipping Space
20090211-000209	2000.00 KG	0.00 CUMTR	1	0	

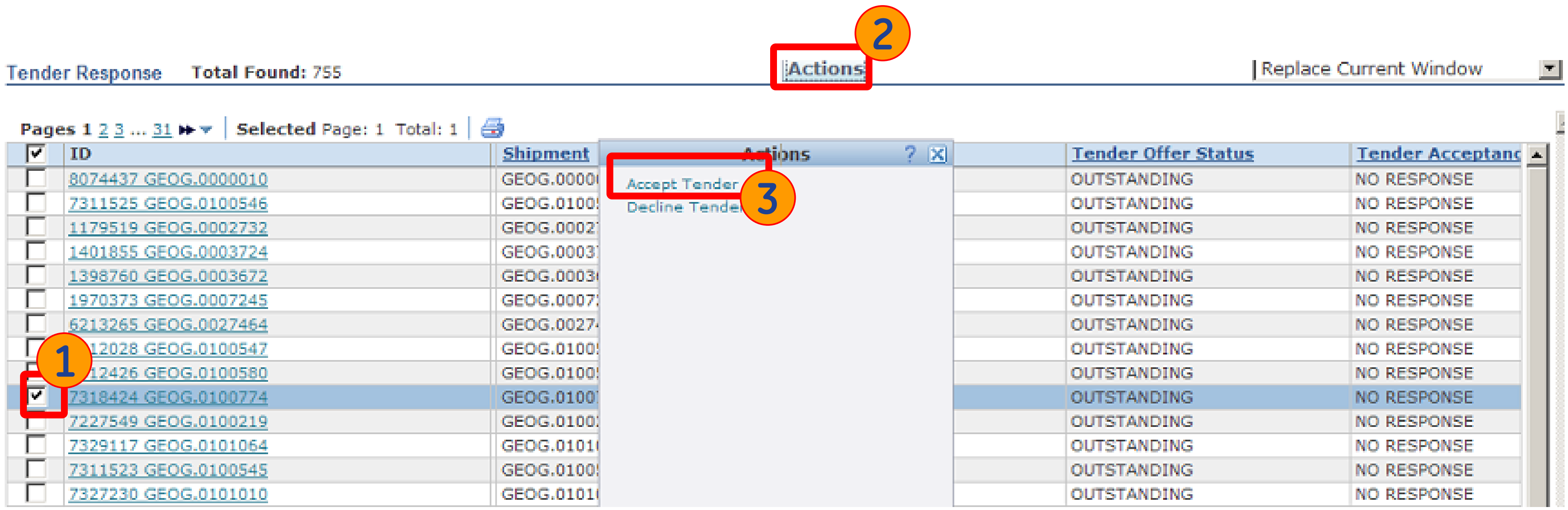
Stop Activity Totals	Total Weight	Total Volume	Total Ship Unit Count
Delivery Totals	4000.00 KG	48000.00 CUMTR	2

Online Booking/Tendering

To ACCEPT / REFUSE the Buy Shipment:

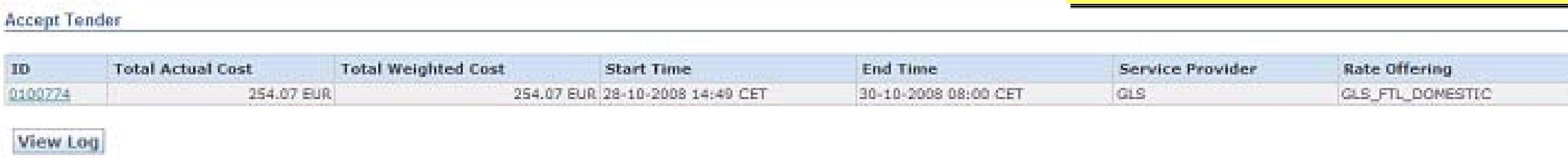


Online Booking/Tendering – Accept Tender



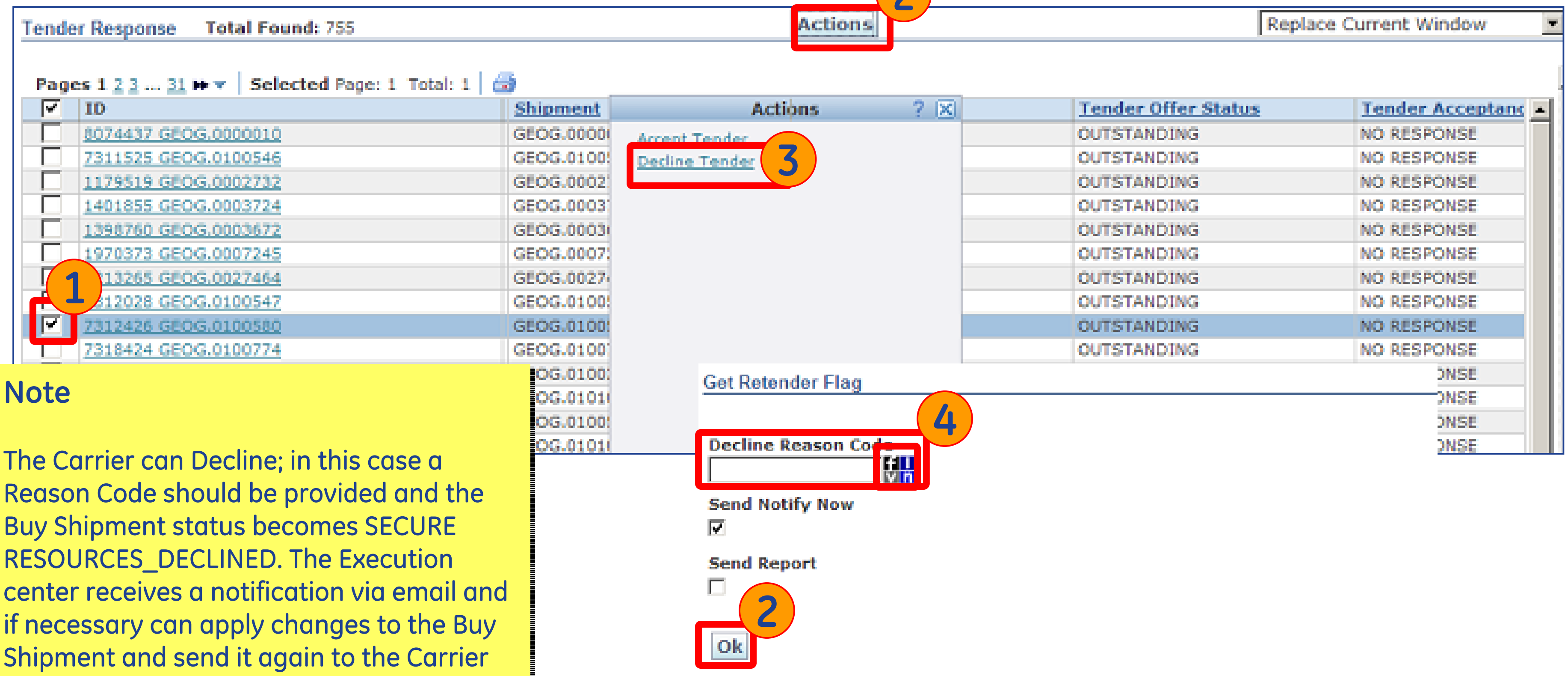
Note

It is possible to have more then one lines for the same Buy Shipment ID: this is the history of the RFT and the last action is the first line of the list



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Online Booking/Tendering – Decline Tender



Note

The Carrier can Decline; in this case a Reason Code should be provided and the Buy Shipment status becomes SECURE RESOURCES_DECLINED. The Execution center receives a notification via email and if necessary can apply changes to the Buy Shipment and send it again to the Carrier

Confirmation

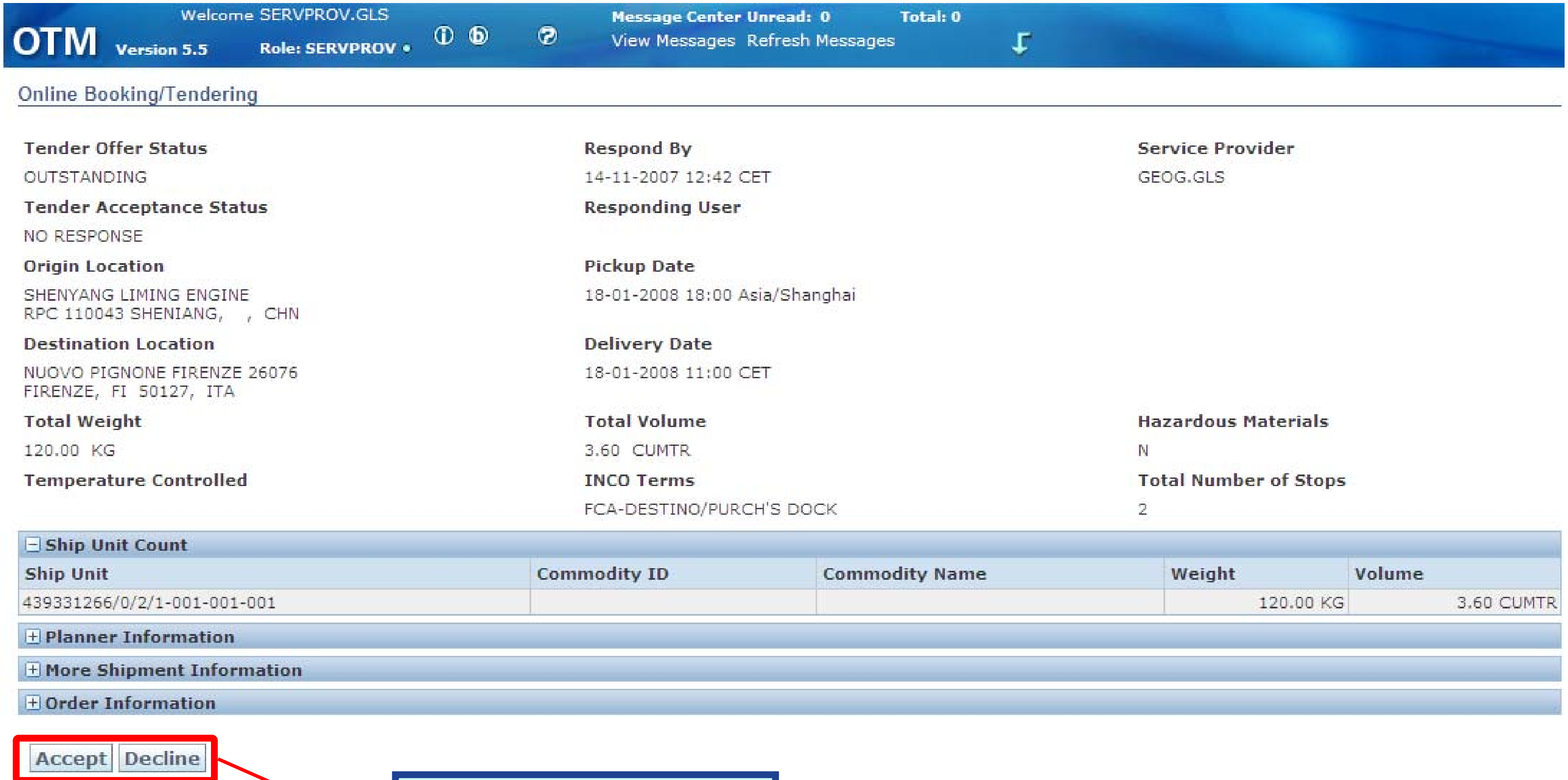
Tender declined for the following shipments

ID	Total Actual Cost	Total Weighted Cost	Start Time	End Time
0100580	10.14 EUR	10.14 EUR	28-10-2008 09:21 CET	05-11-2008 08:00 CET

View Log

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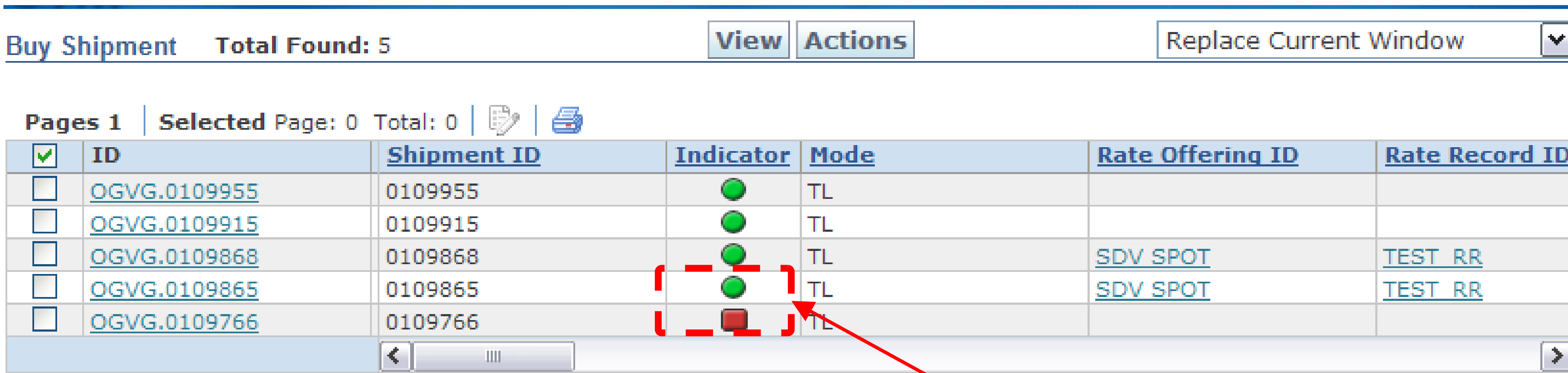
Online Booking/Tendering – Accept/Decline



It is also possible to **Accept** or **Decline** entering inside the Buy Shipment details.

Online Booking/Tendering – Accept/Decline

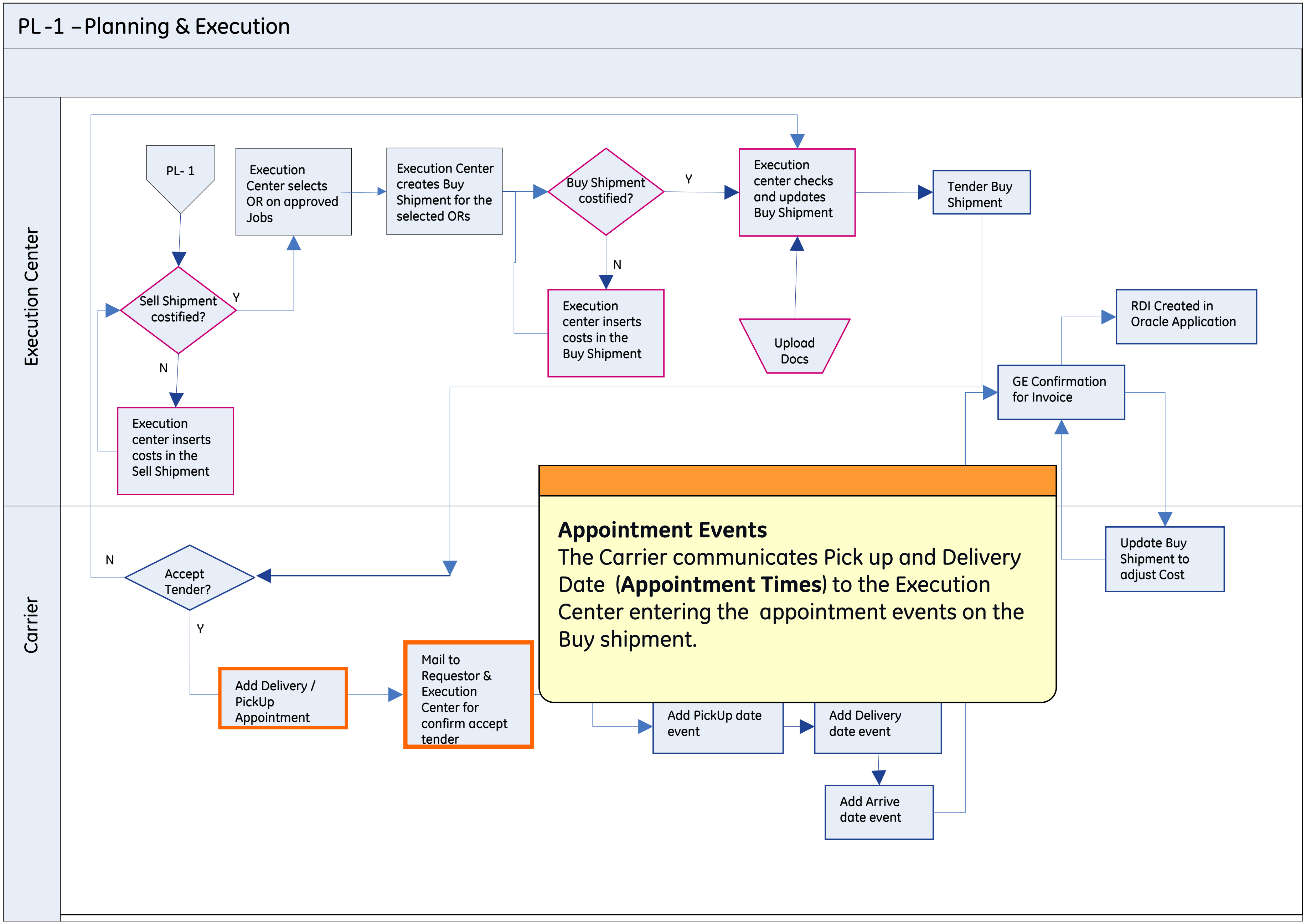
After tender is ACCEPTED/DECLINED, both Requestor and the Execution Center will receive notification via mail and see data entered by Carrier on the Buy Shipment …



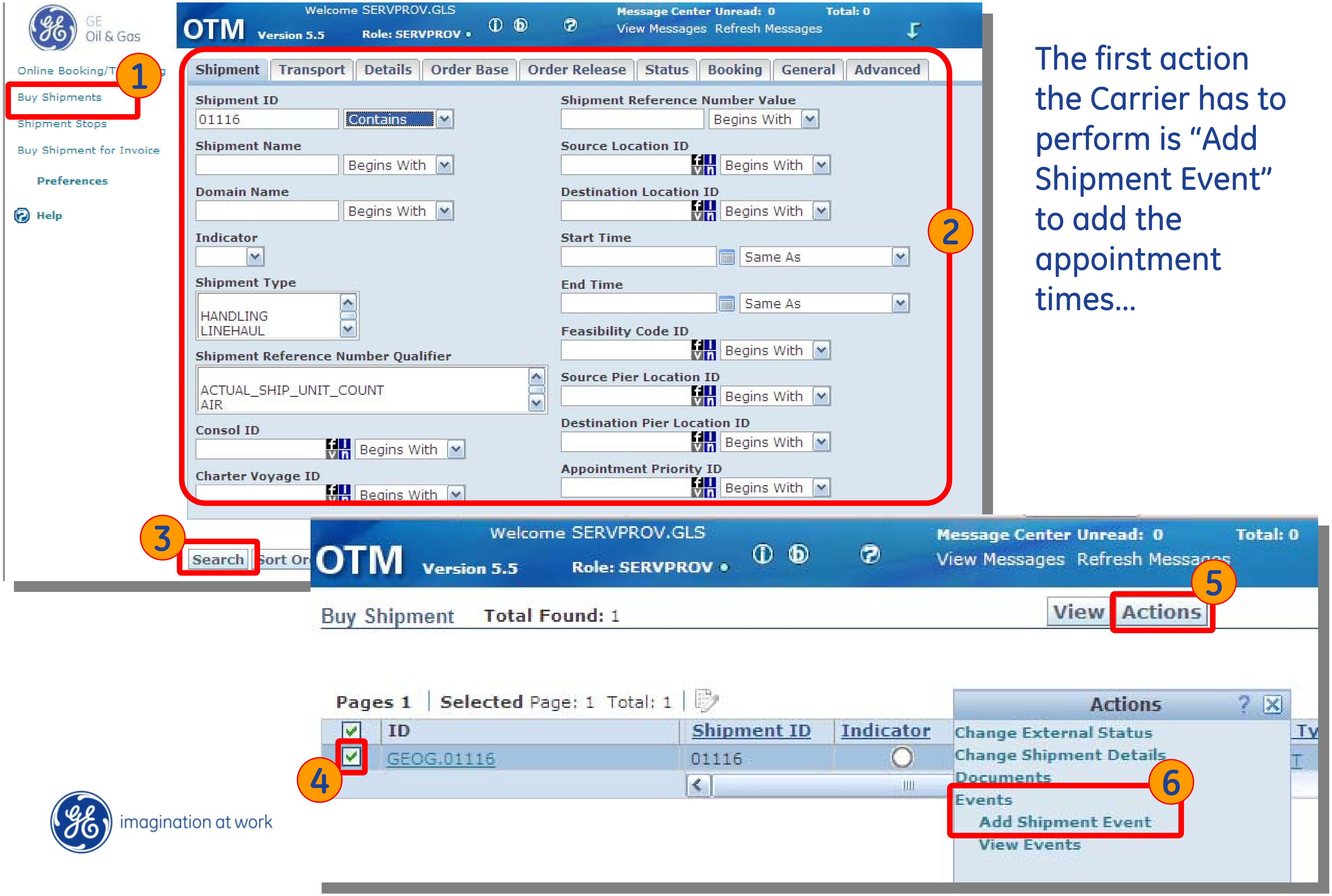
The Tender status becomes Accepted and the icon is set to green, otherwise the status becomes Rejected and the icon is red.

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Planning & Execution – Buy Shipment



Buy Shipment – Appointment Event

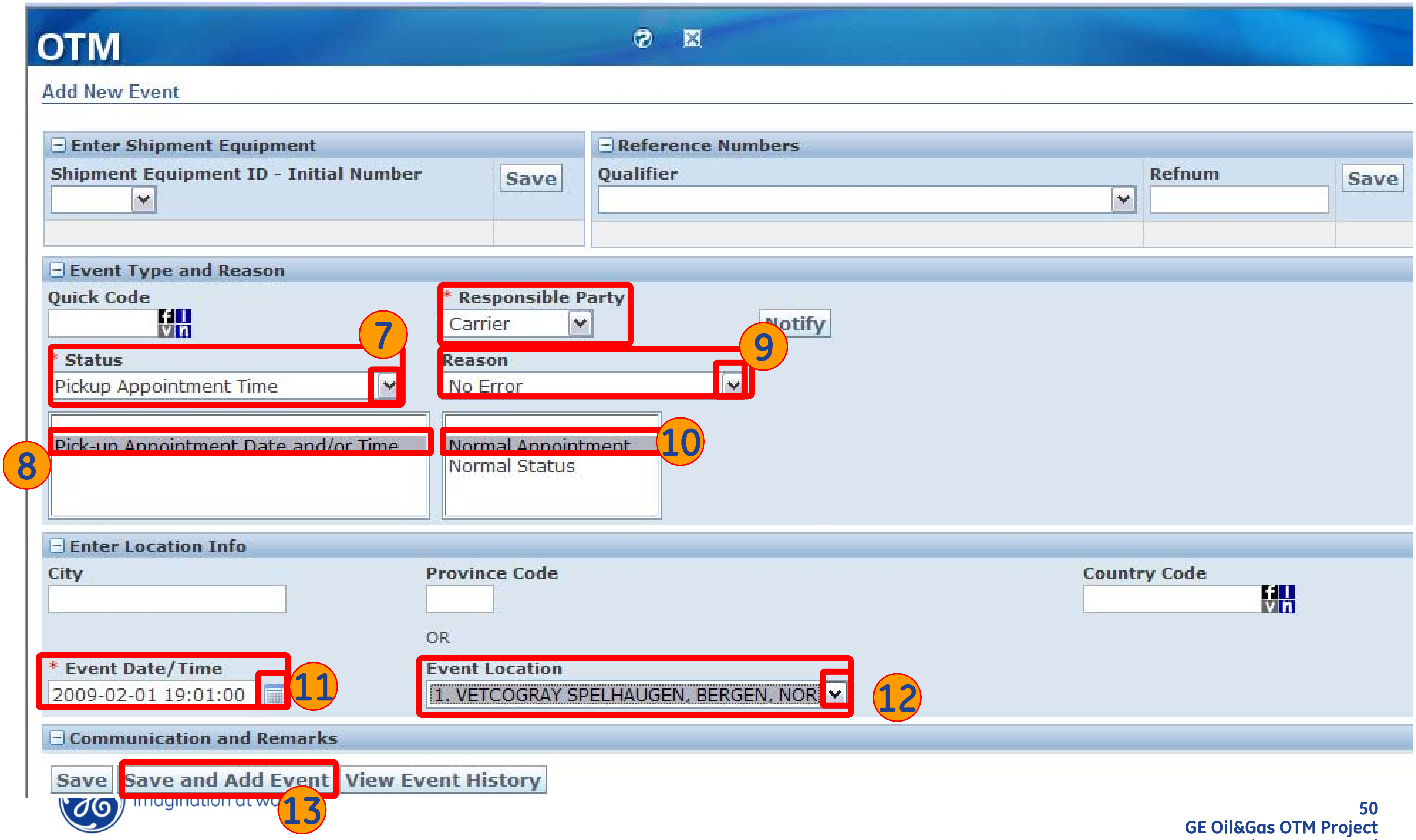


The first action the Carrier has to perform is “Add Shipment Event” to add the appointment times…

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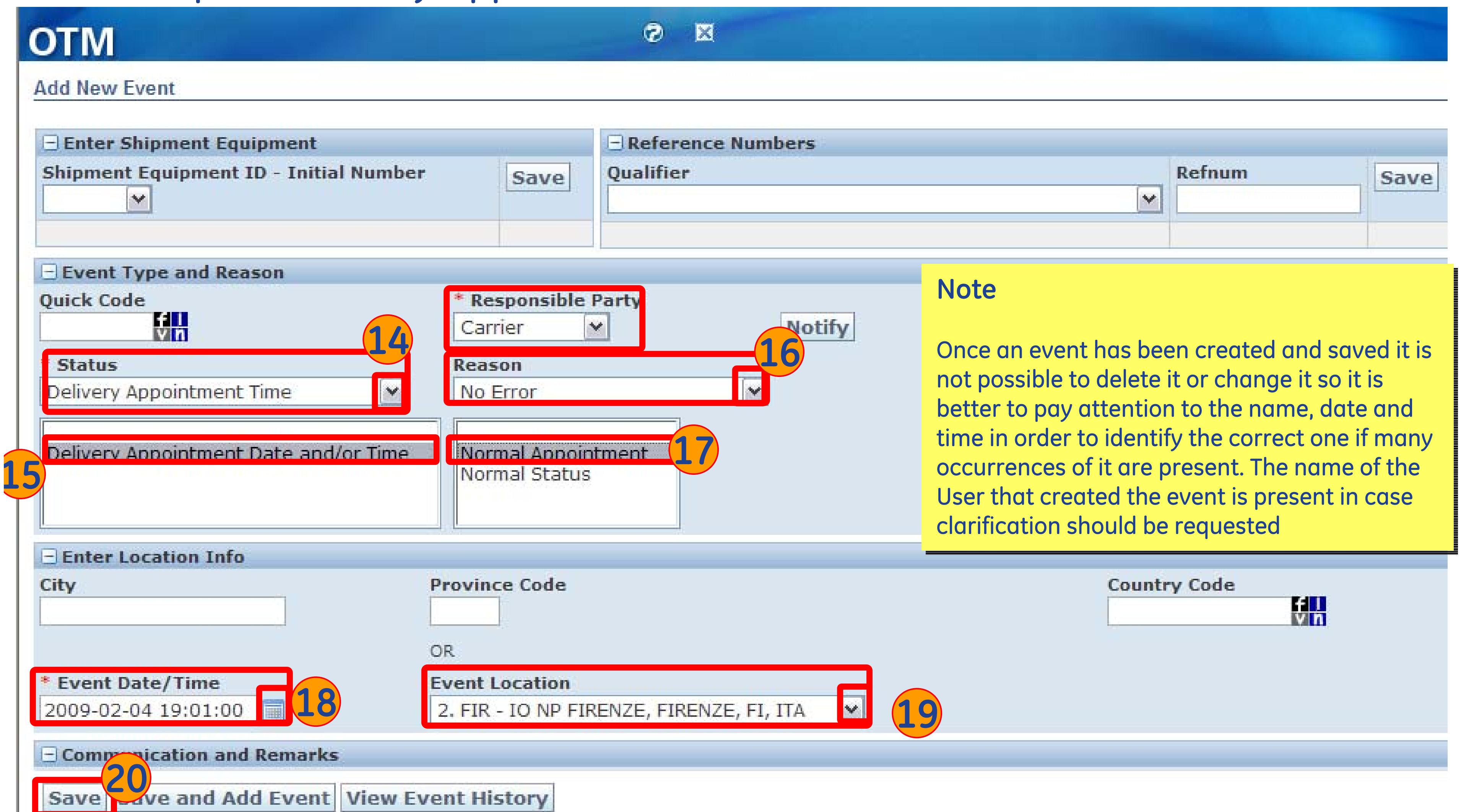
Buy Shipment – Appointment Event

To set up the Pickup Appointment:



Buy Shipment – Appointment Event

To set up the Delivery Appointment:



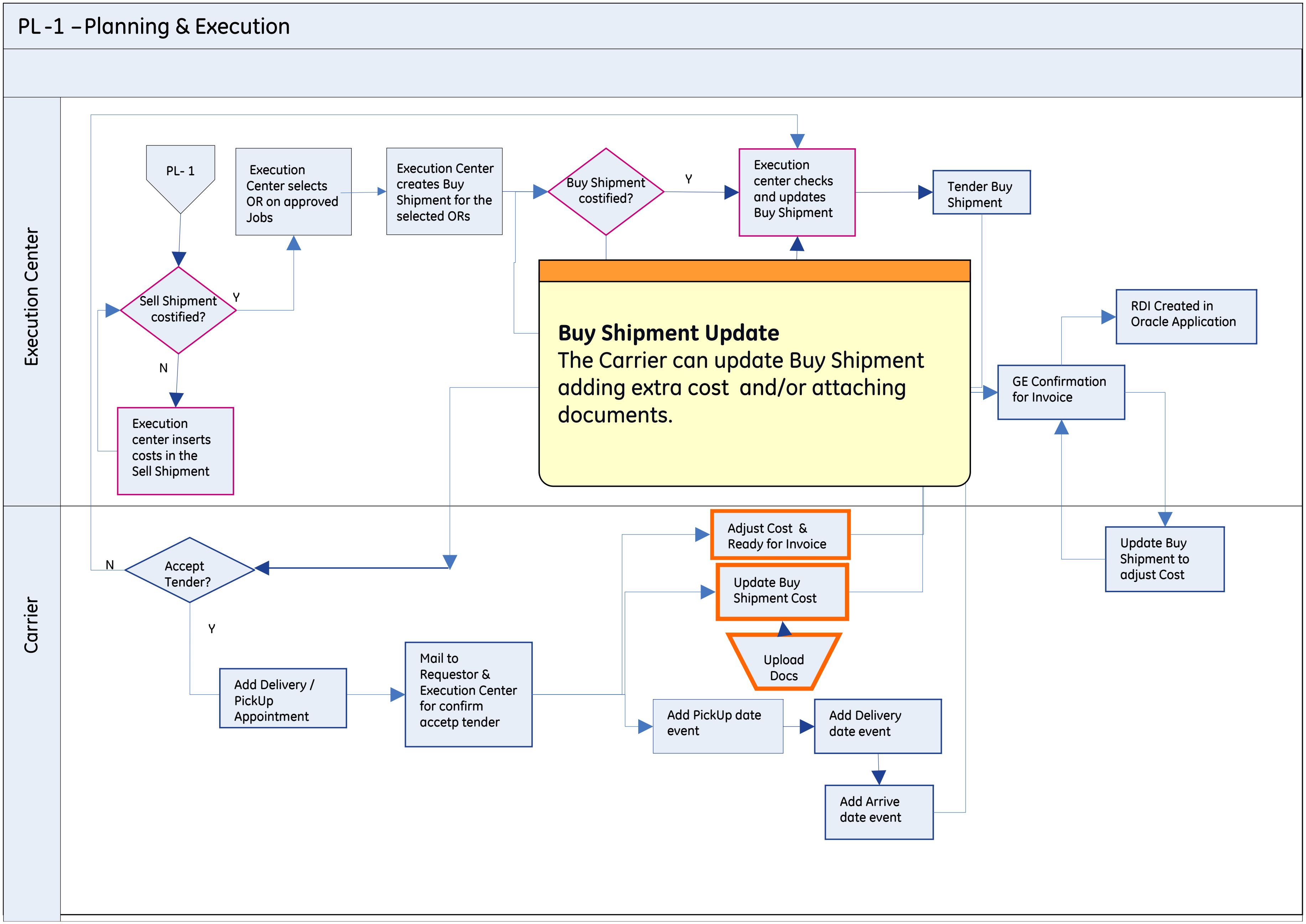
Note

Once an event has been created and saved it is not possible to delete it or change it so it is better to pay attention to the name, date and time in order to identify the correct one if many occurrences of it are present. The name of the User that created the event is present in case clarification should be requested

5.0 Transport Execution

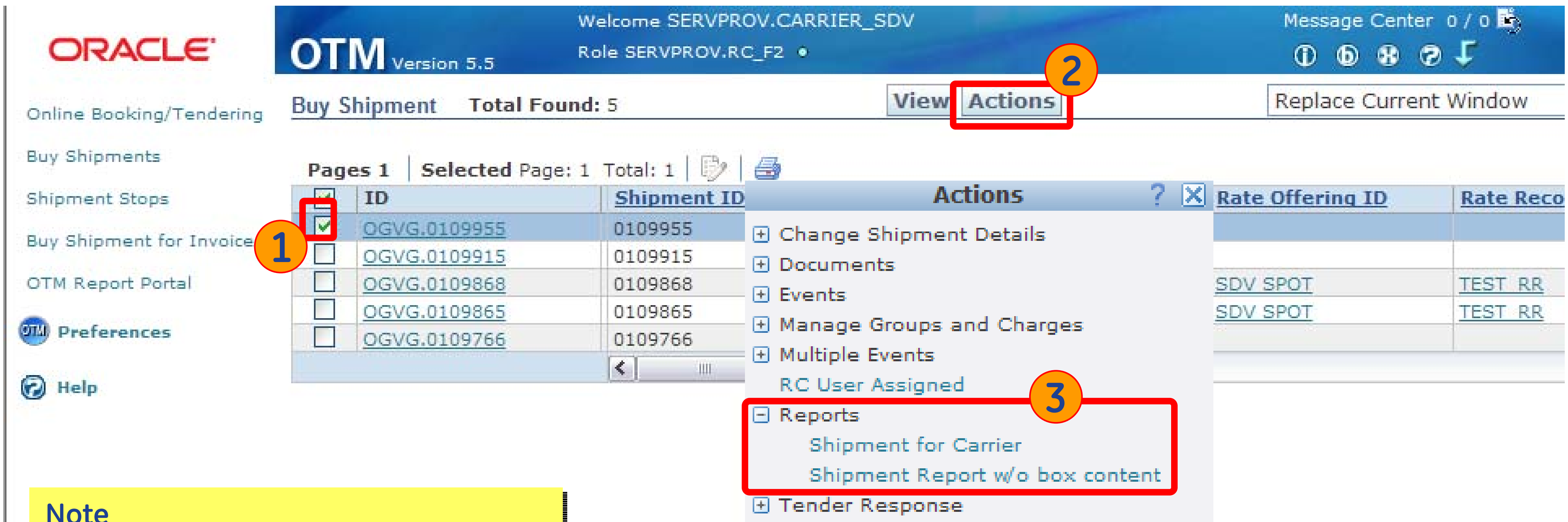
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Planning & Execution – Buy Shipment Update



Buy Shipment – Report

Carrier can create 2 kind of reports:



Note

The first Report is the document that Carrier has to show when he will pick up goods at Source Location



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Buy Shipment – Report

OTM Shipment ID

GE Oil&Gas VETCO GRAY

0109955 - B

Tenderer

Name SARKA - OTCENASKOVA
Office
Mail otcenaskova.s@allynintl.com
Phone

2nd Logistic contact

Mail

Project number
905612

Purchase Orders (First 10, see final table for complete list)
20090204-000134

Rate:
Cost: 50
Requested Mode:
Request Type:

SOURCE		
VETCOGRAY SPELHAUGEN		
SPELHAUGEN 16		
BERGEN		
NOR		5147

DESTINATION		
FERGUSON NORGE		
CCB AGOTNES		
BERGEN		
NOR		5346

Sender		
DEFAULT BILL TO		
USA		

Receiver		
FERGUSON NORGE		
CCB AGOTNES		
BERGEN		
NOR		5346

Incoterms Loading: FCA

Early Pick up Date 03-03-2009
OTM Start Time 04-FEB-09 16:43

IncoTerm Unloading: CFR

OTM End Time 05-MAR-09 07:00
Late Delivery Date 09-03-2009

Remarks:

BM - SDV-000026
ACTUAL_SHIP_UNIT_COUNT - 0
SHIPMENT ALTERNATIVE COST DESCRIPTION - OPTIONAL
SHIPMENT ALTERNATIVE COST - OPTIONAL
DATA APPOGGIO - 20090203080000
TENDER COUNT - 1
TENDER TIME - 05-FEB-2009 16:55:11
GLS USER - SERVPROV.CARRIER_SDV
JOB ALTERNATIVE COST - 0109945 --> Actual cost: 4500; Alternative cost: 500; Alternative cost description: POSTPONE DELIVERY + 2DAYS

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Buy Shipment – Report

This second page of Report, containing details on the THUs, is print only if Carrier chooses “Shipment for Carrier” Action.

OTM Shipment ID	
GE Oil&Gas VETCO GRAY	0109955 - B

Page : 2 - Goods Details

Order release ID JOB & Requestor	Release Date	Early Pickup Date (U)	Late Delivery Date	THU	Qta THU	L cm	W cm	H cm	Diam. cm	Volume m3	Weight kg
20090204-000134 -ORDER-04627 - ARILD - HALAND		03-MAR-09	09-MAR-09	BOX	2	700	45.0	8.0		.25	2500

Pack. Item ID	Item descr.	Qta Ship.	Purchase order identification
DEFAULT		1	
DEFAULT		1	

TOTALS	THU #	2	Volume m3	.50	Weight Kg	5000

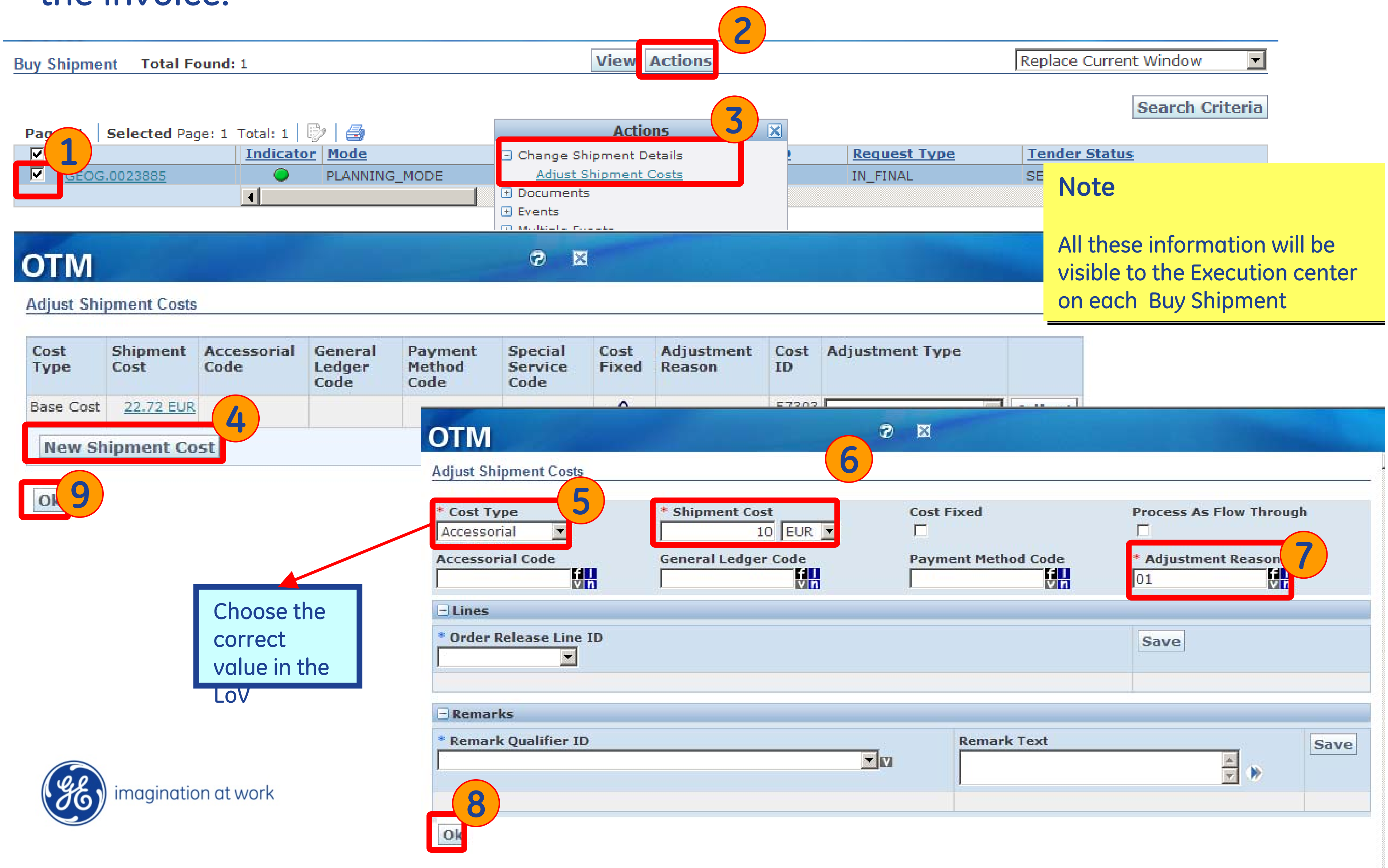
RELATED ORDER DETAILS:

Order ID	Order Name	Project Number	Accessorial ID
20090204-000134	105037243-20090204-000134	905612	

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Buy Shipment – Adjust shipment Costs

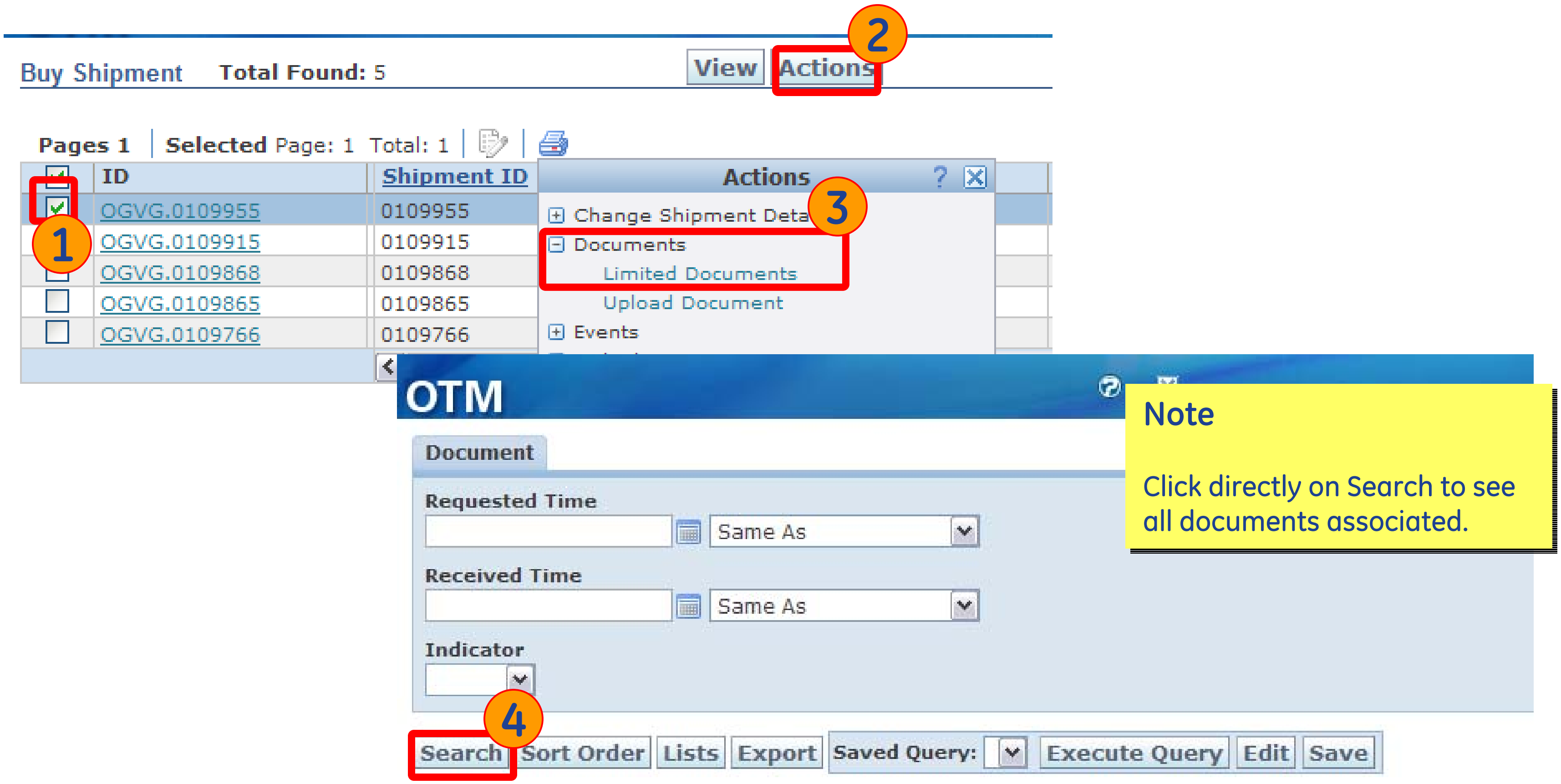
Carrier has the possibility to enter other costs if needed before requesting the invoice.



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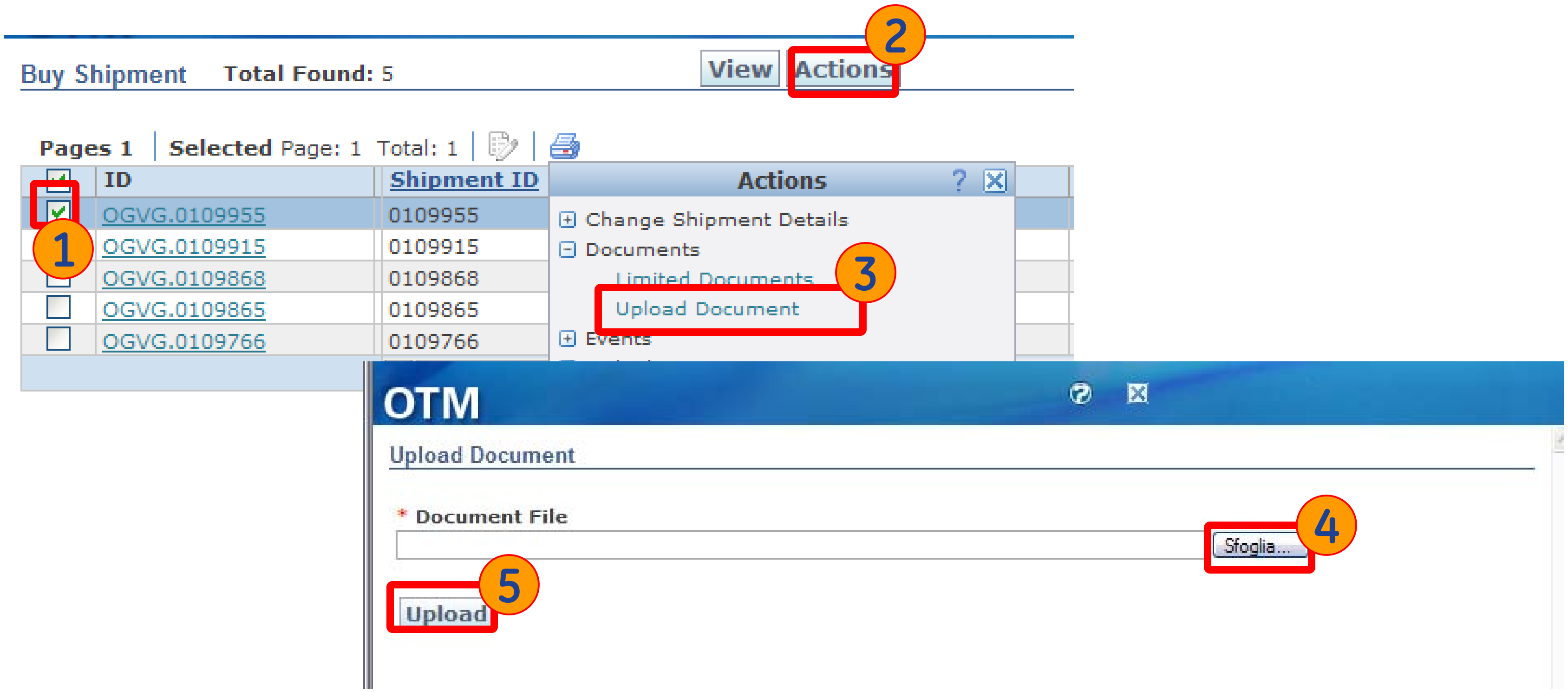
Buy Shipment – Documents

Carrier can also see all documents associated to the selected Buy Shipment using Limited Documents Command…



Buy Shipment – Documents

... it is mandatory to upload a Document certifying that the shipment has been executed (Proof of Delivery).



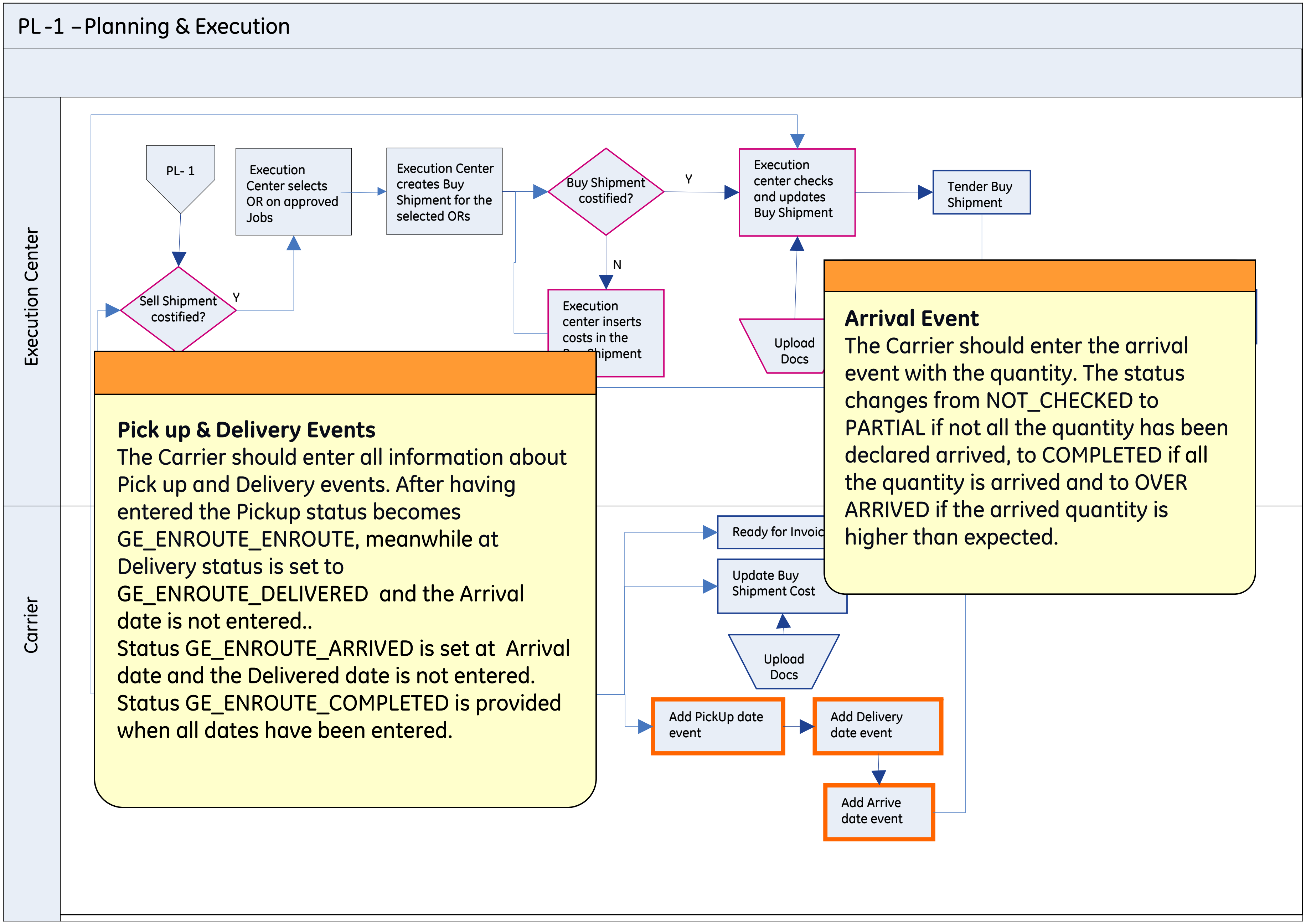
Carrier Attachable Documents

The carrier can attach the following list of documents depending on the INCOTERMS and transportation type (only proof of Delivery is mandatory):

- Bill of Lading BoL
- AWB Airway Bill
- **Proof of Delivery**
- Custom Duty Letter of Goods IMPORT
- Customs Clearance Certificate
- Export Custom Duty letter for goods EXPORT
- Carrier Invoice
- Pro-formal invoice

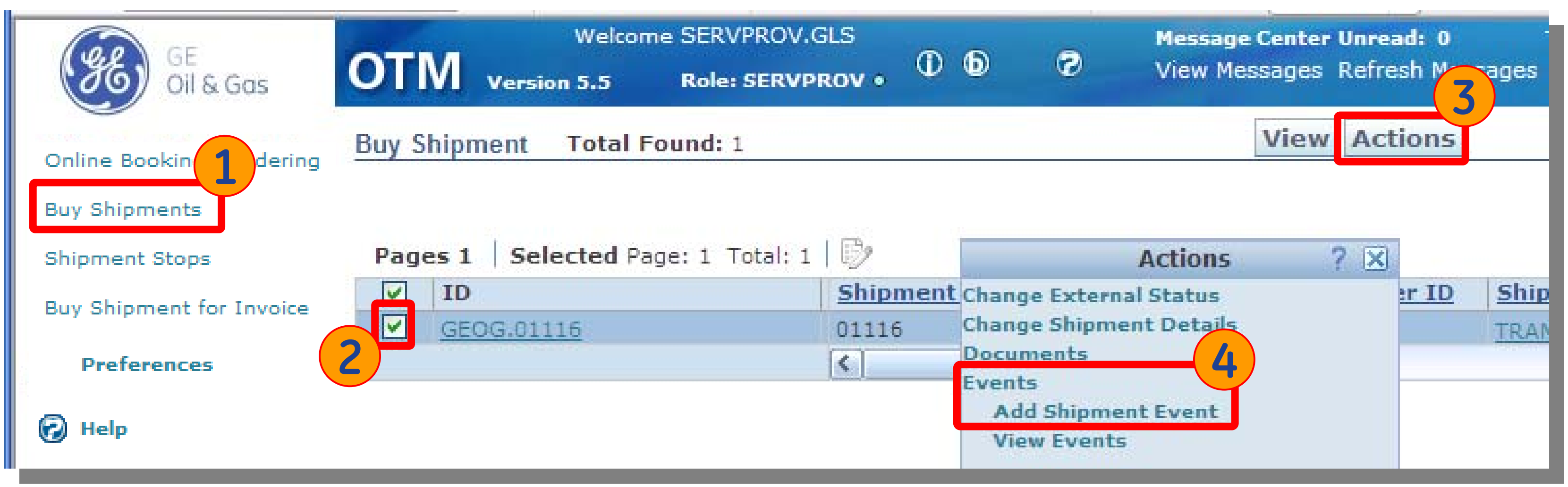
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Planning & Execution – Pick up & Delivery events

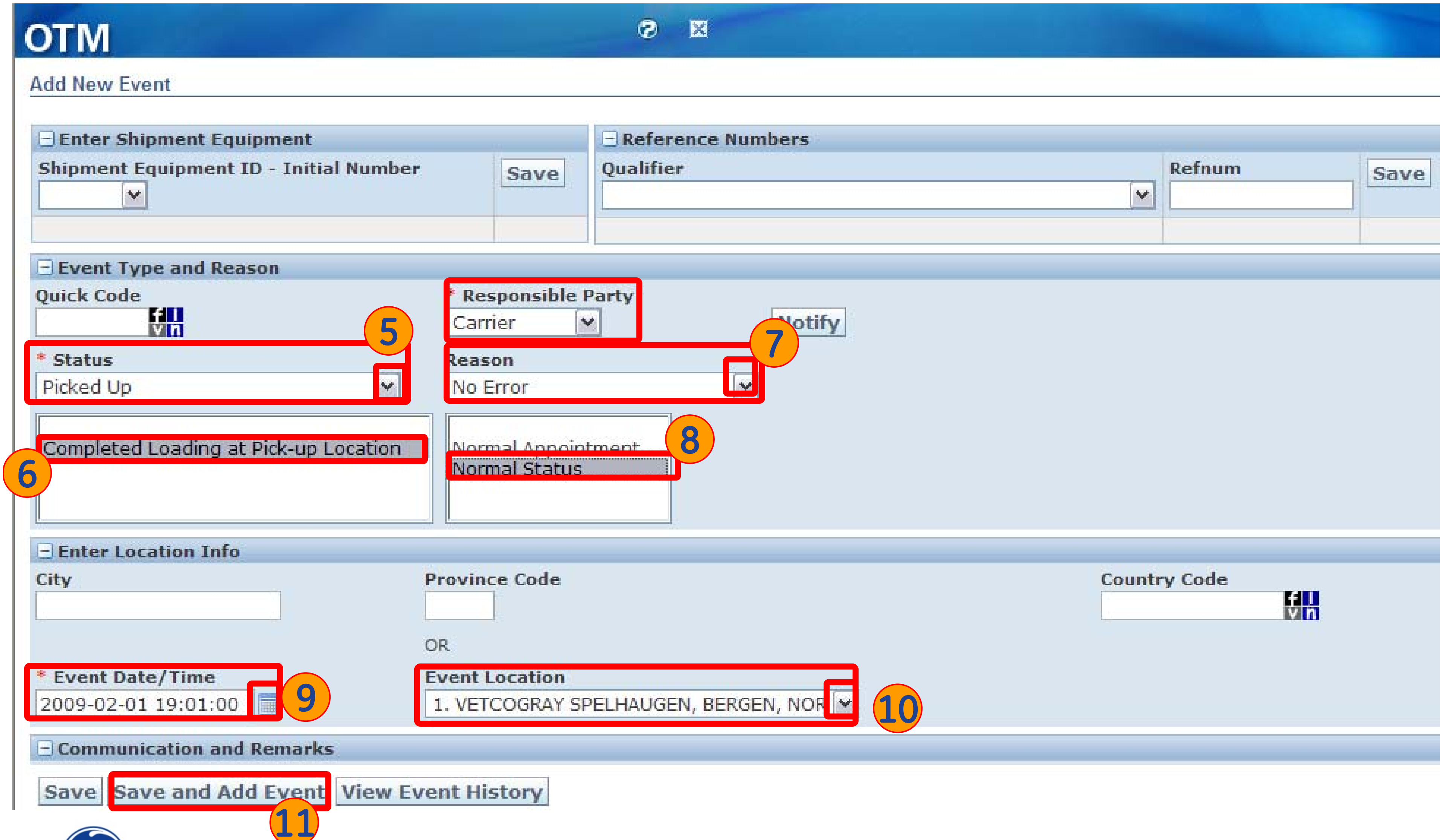


Buy Shipment – Pick up & Delivery events

After the transportation, the Carrier has to enter the real dates of Pick Up, Delivery and Arrival using the Action "Add Shipment Event":

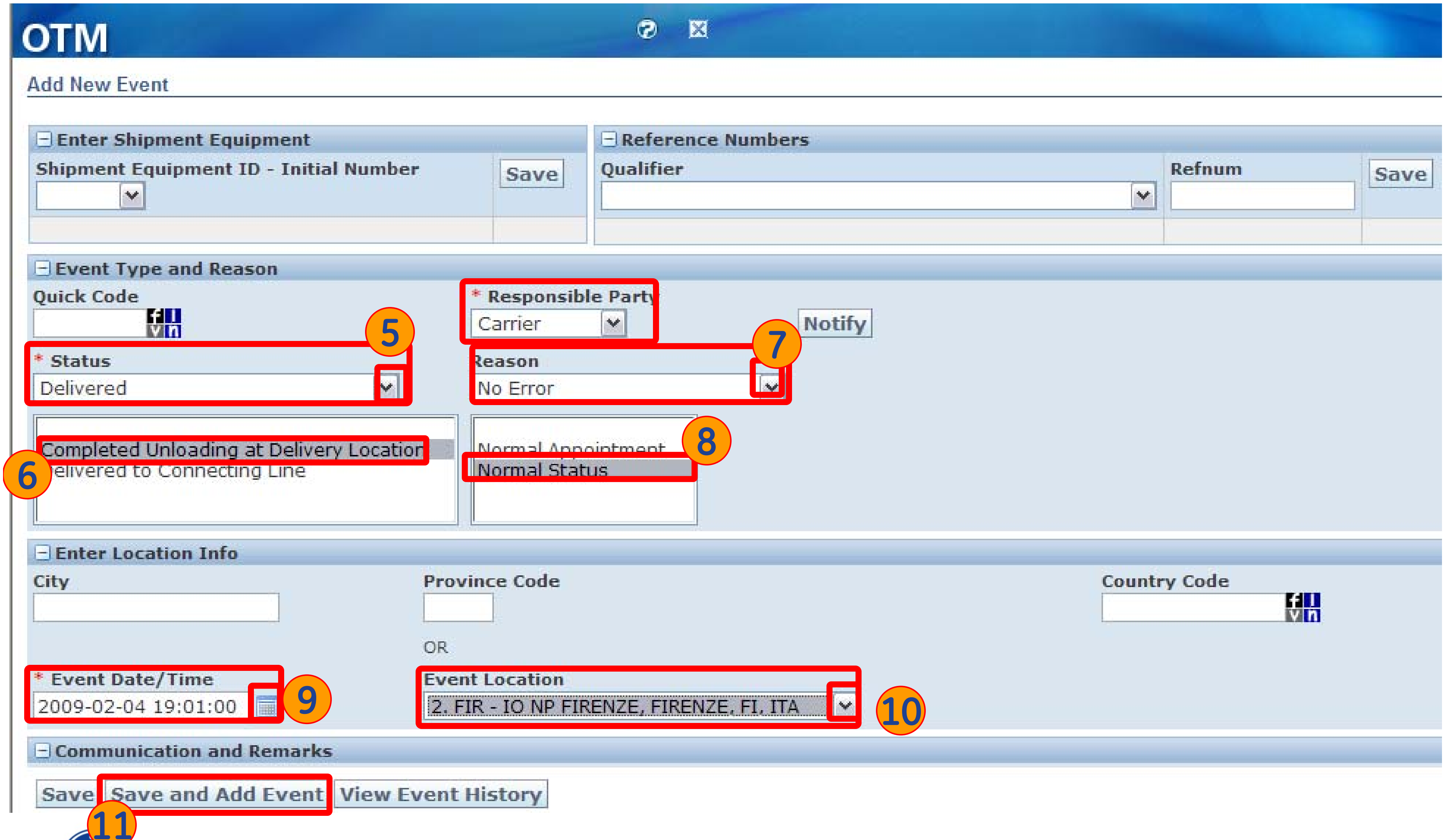


Buy Shipment – Pick up & Delivery events

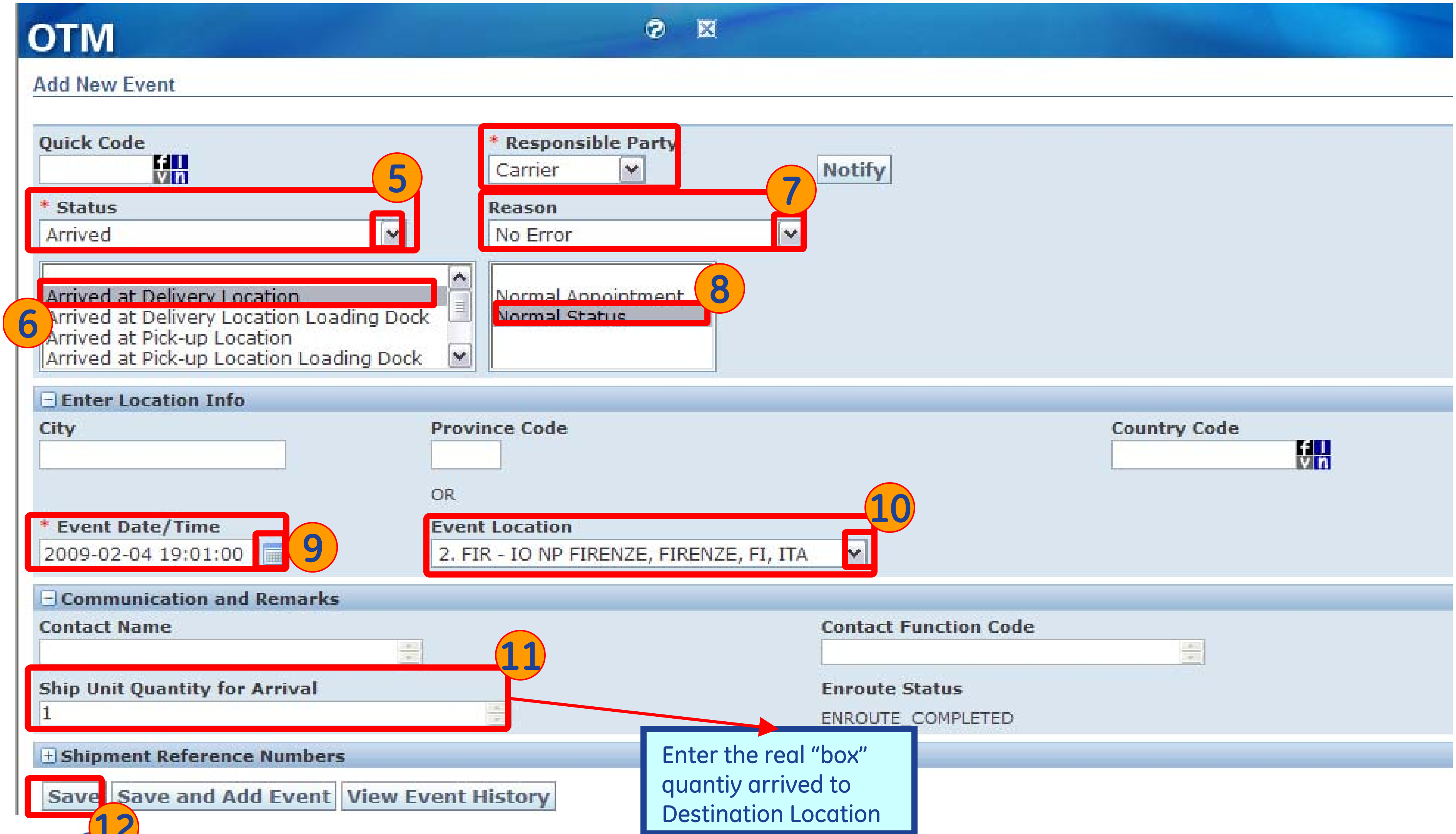


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Buy Shipment – Pick up & Delivery events



Buy Shipment – Arrival event



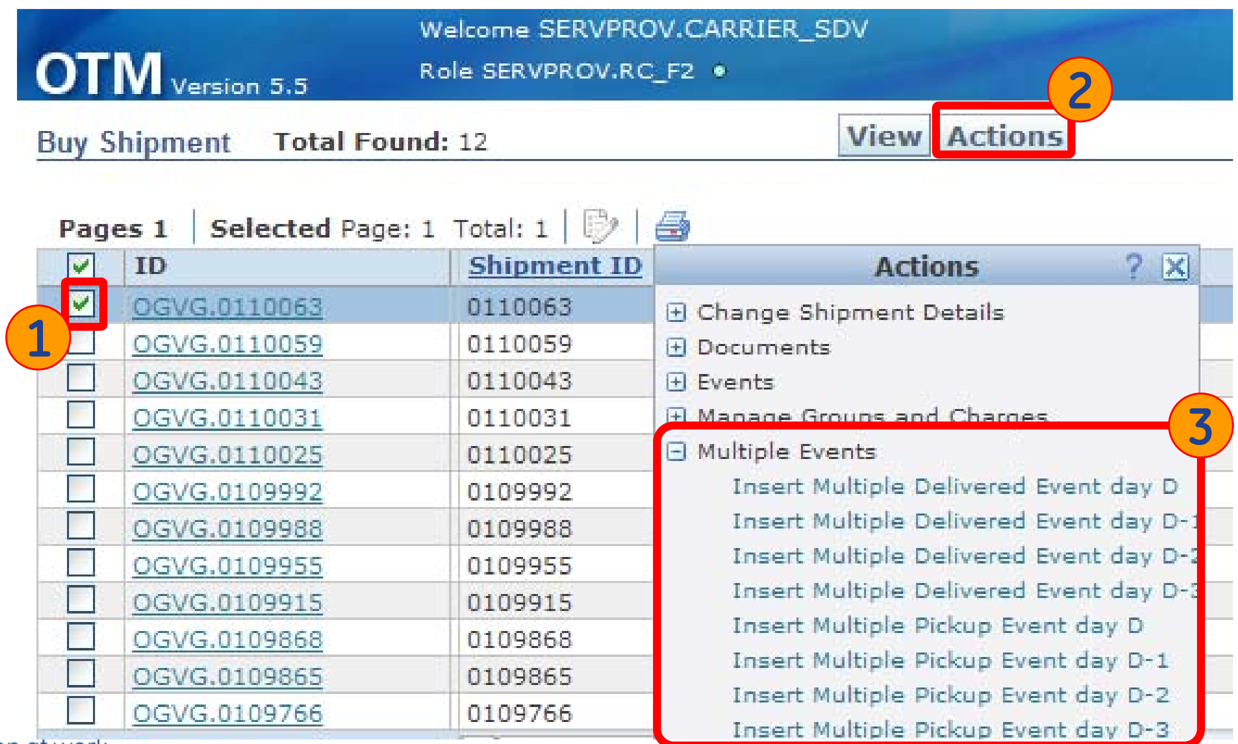
imagination at work

Buy Shipment – Multiple Events

The Carrier can execute Pickup and Delivered events also in a massive way.

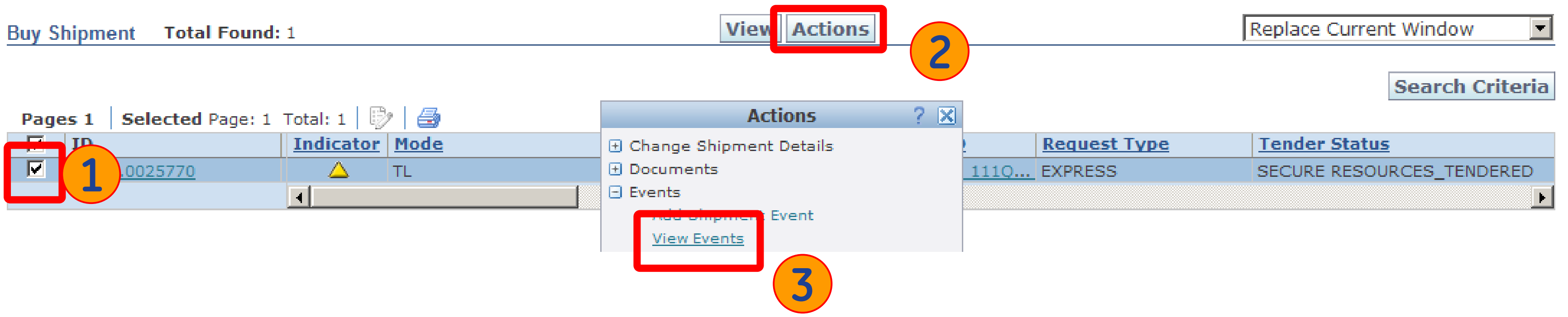
This functionality allows to enter data for:

today (G), yesterday (G-1), two days ago (G-2) and three days ago (G-3).



Buy Shipment – View Events

The Carrier can see all the events entered...



Buy Shipment – View Events

Shipment Events

Reference Numbers

Shipment Reference Number	Shipment Qualifier
1	TENDER COUNT
30-01-2009	EARLY PICKUP DATE
21-02-2009	LATE DELIVERY DATE
OGVG.0109803	G-LOG IDENTIFIER
KENNEDY-000001	BILL OF LADING NUMBER
1000	ALTERNATIVE COST FOR THIS SELL SHIPM
POSTPONE PICK UP BY 1 DAY	SHIPMENT ALTERNATIVE COST DESCRIPTI
LAND	REQUEST TYPE
1	ACTUAL SHIP UNIT COUNT
04-FEB-2009 17:27:16	TENDER TIME
SERVPROV.CARRIER_KENNEDY	GLS USER

Shipment Event History

Event Description	Event Location	Event Date/Time	Reason Description	Reporting User	Contact Name	Contact Function Code	Temperature	Deta
Arrived at Delivery Location	2. FIR - IO NP FIRENZE, FIRENZE, FI, ITA	2009-02-04 17:43 CET	Normal Status	SERVPROV.CARRIER_KENNEDY				ⓘ
Completed Unloading at Delivery Location	2. FIR - IO NP FIRENZE, FIRENZE, FI, ITA	2009-02-04 17:42 CET	Normal Status	SERVPROV.CARRIER_KENNEDY				ⓘ
Delivery Appointment Date and/or Time	2. FIR - IO NP FIRENZE, FIRENZE, FI, ITA	2009-02-04 17:39 CET	Normal Appointment	SERVPROV.CARRIER_KENNEDY				ⓘ
Completed Loading at Pick-up Location	1. VETCOGRAY SPELHAUGEN, BERGEN, NOR	2009-01-31 17:41 CET	Normal Status	SERVPROV.CARRIER_KENNEDY				ⓘ
Pick-up Appointment Date and/or Time	1. VETCOGRAY SPELHAUGEN, BERGEN, NOR	2009-01-31 17:39 CET	Normal Appointment	SERVPROV.CARRIER_KENNEDY				ⓘ

Order Base

Order Base ID	Shipment Ship Unit	Shipment Ship Unit Line

Source Geography
VETCOGRAY SPELHAUGEN, BERGEN, NOR

Destination Geography
FIR - IO NP FIRENZE, FIRENZE, FI, ITA

Equipment Initial/Number

Pickup Date/Time
2009-01-31 17:41 CET

Delivery Date/Time
2009-02-04 17:42 CET

Shipment Comments

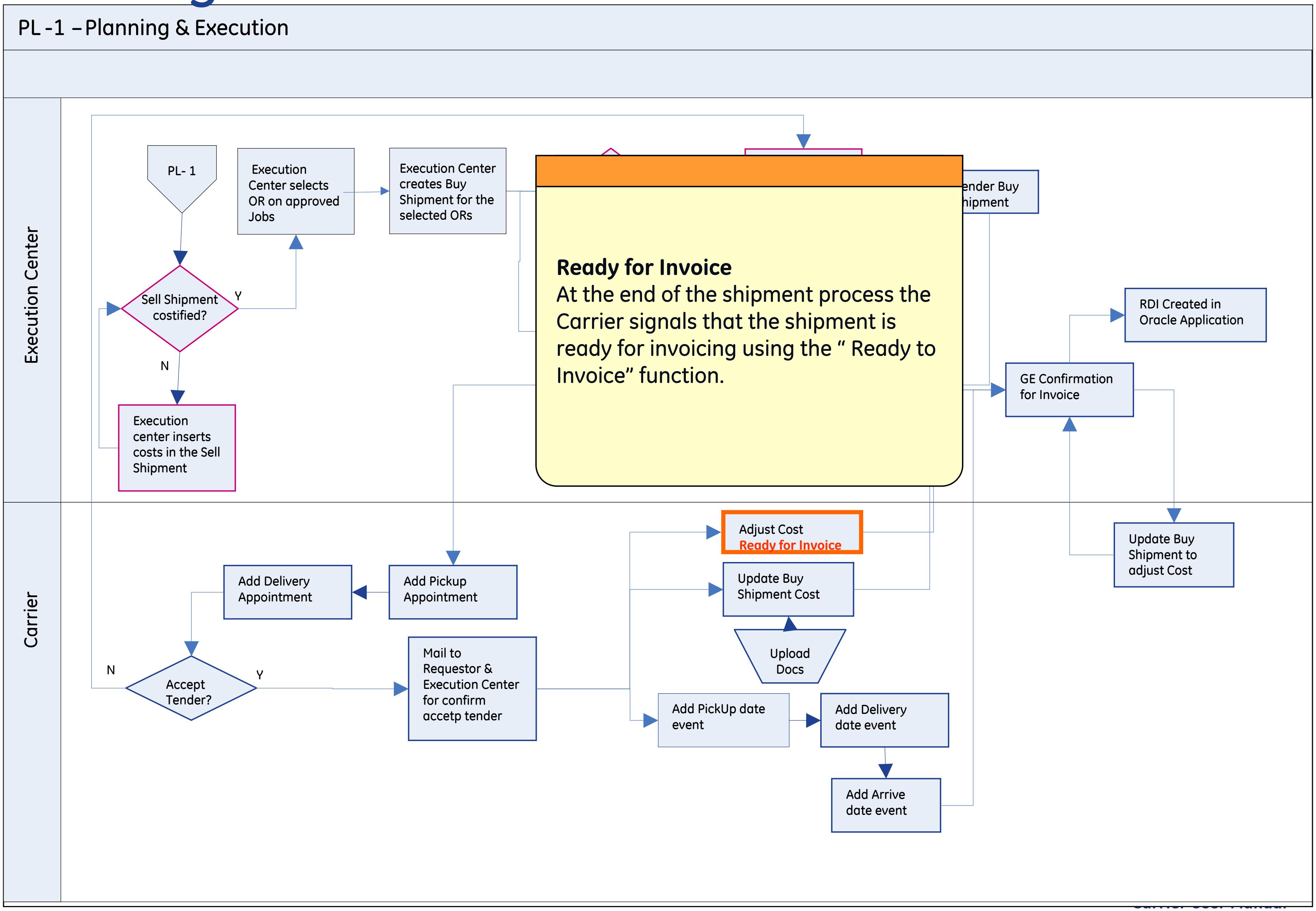
Remark Sequence Number	Remark Qualifier ID	Remark Text

Top | Add Event | View Milestones

Note

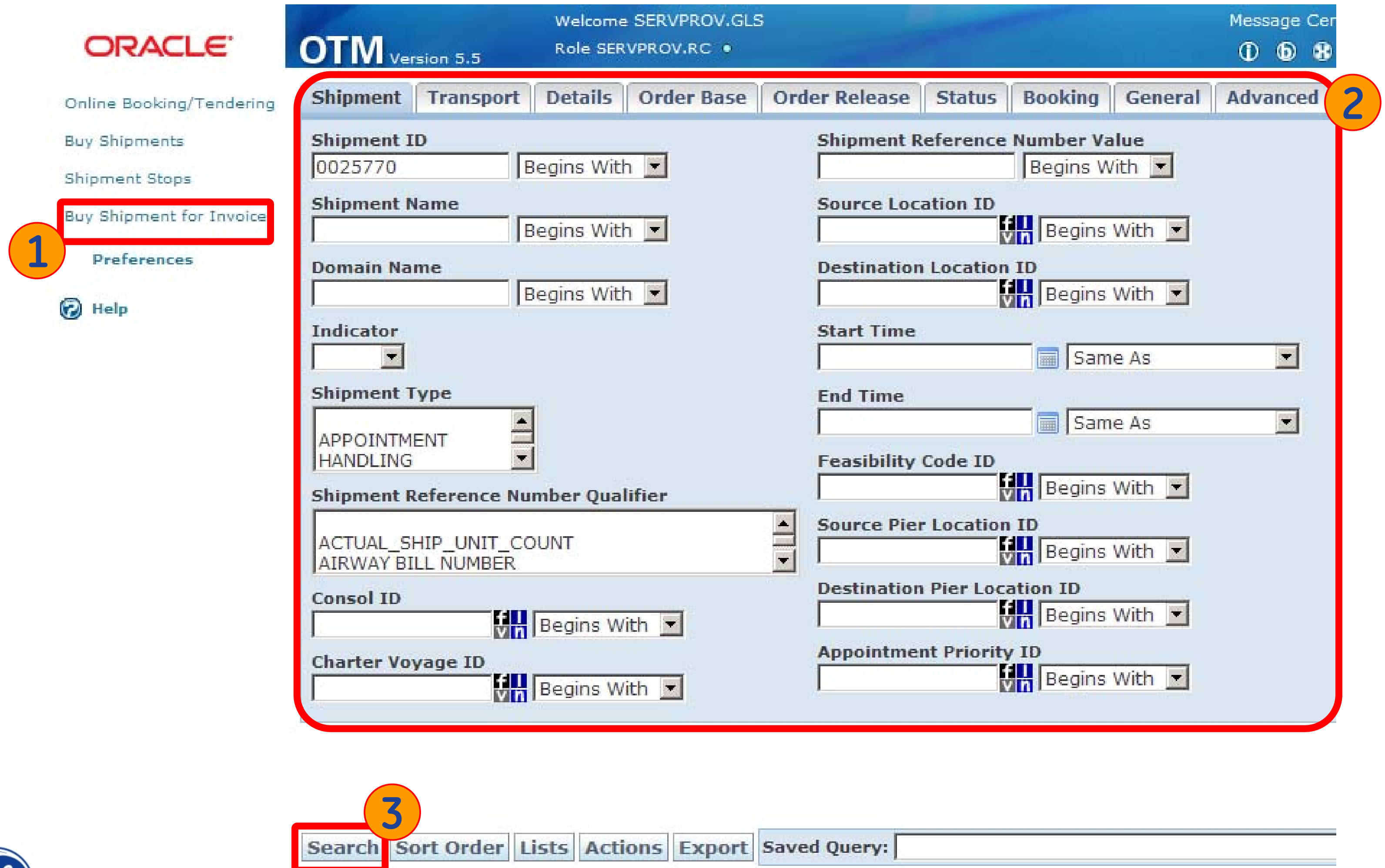
The first event shown is the last entered. The user name of the person entering the data is also recorded in order to make easier to ask for questions.

Planning & Execution



Buy Shipment for Invoice

In Buy Shipment for Invoice there are all Buy Shipments with Pick Up and Delivery dates. After the GE LEC Confirmation, the Buys Shipment disappare from this menu..

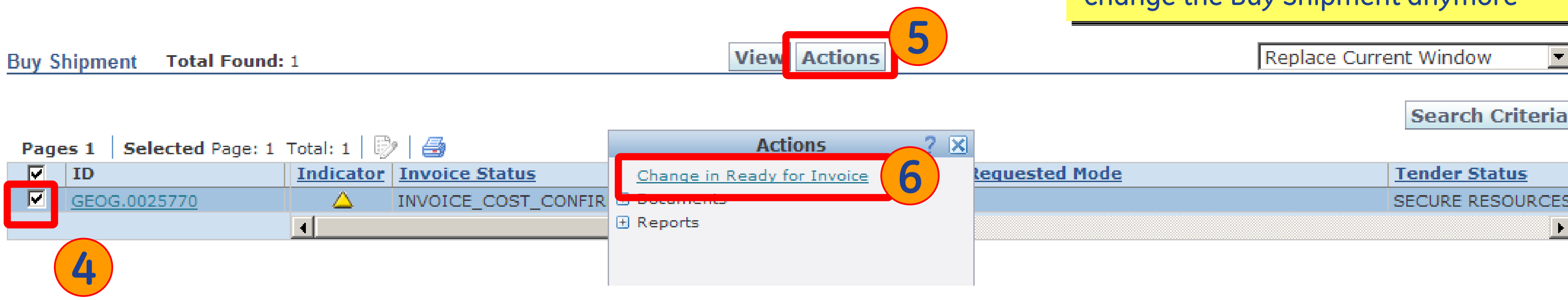


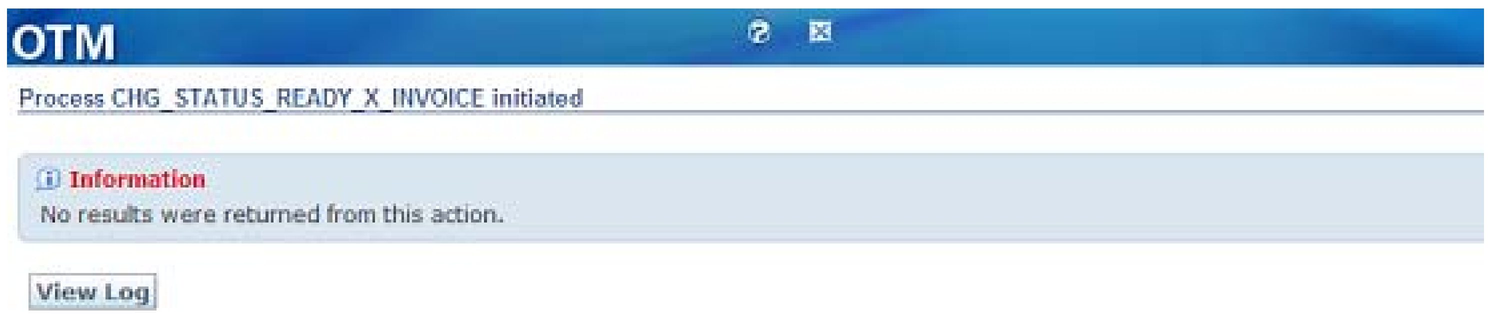
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Buy Shipment for Invoice

Note

After this action the Carrier cannot change the Buy Shipment anymore





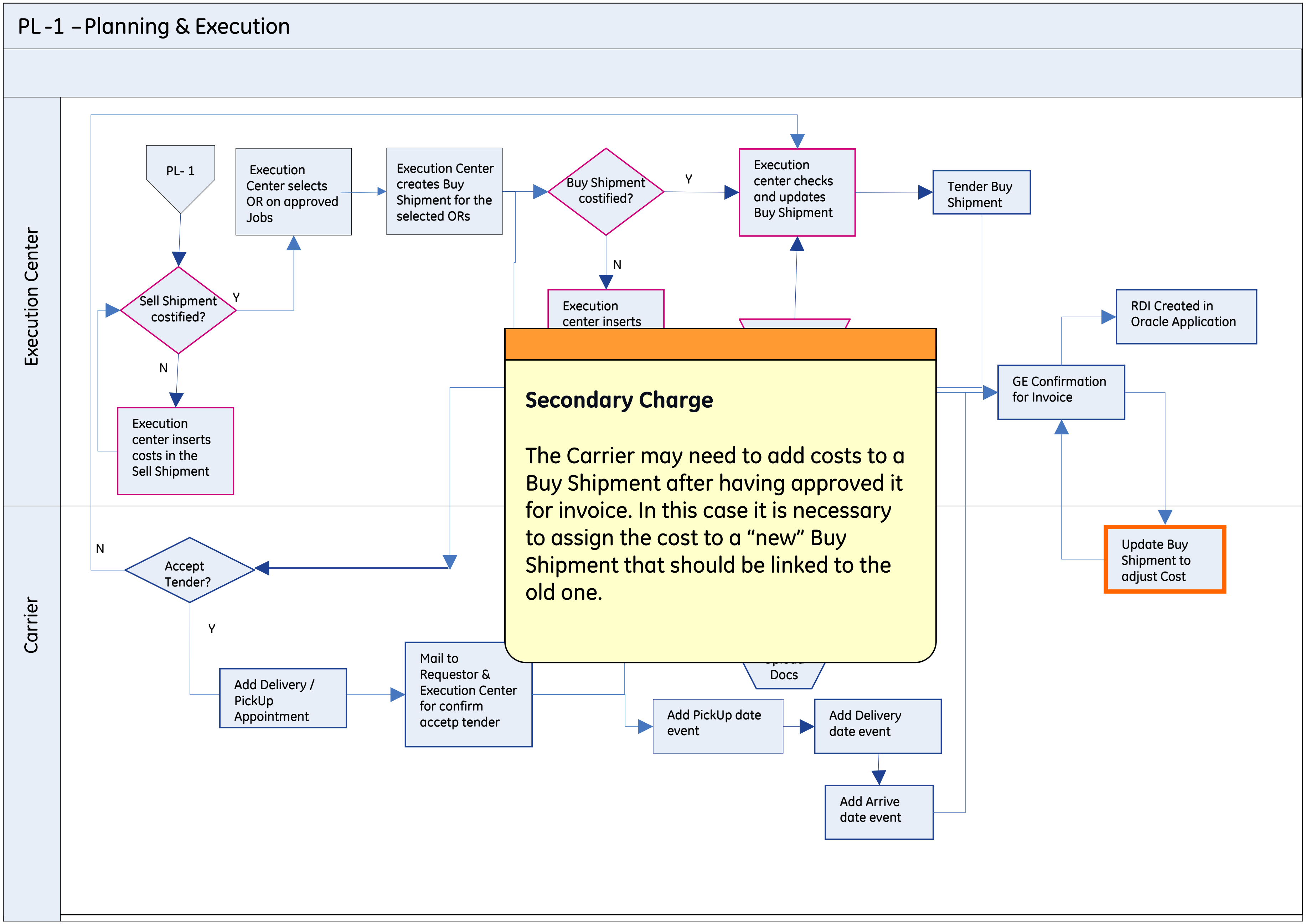
The Carrier activity on the Buy Shipment is then terminated.

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6.0 Secondary Charge

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Planning & Execution – Carrier side

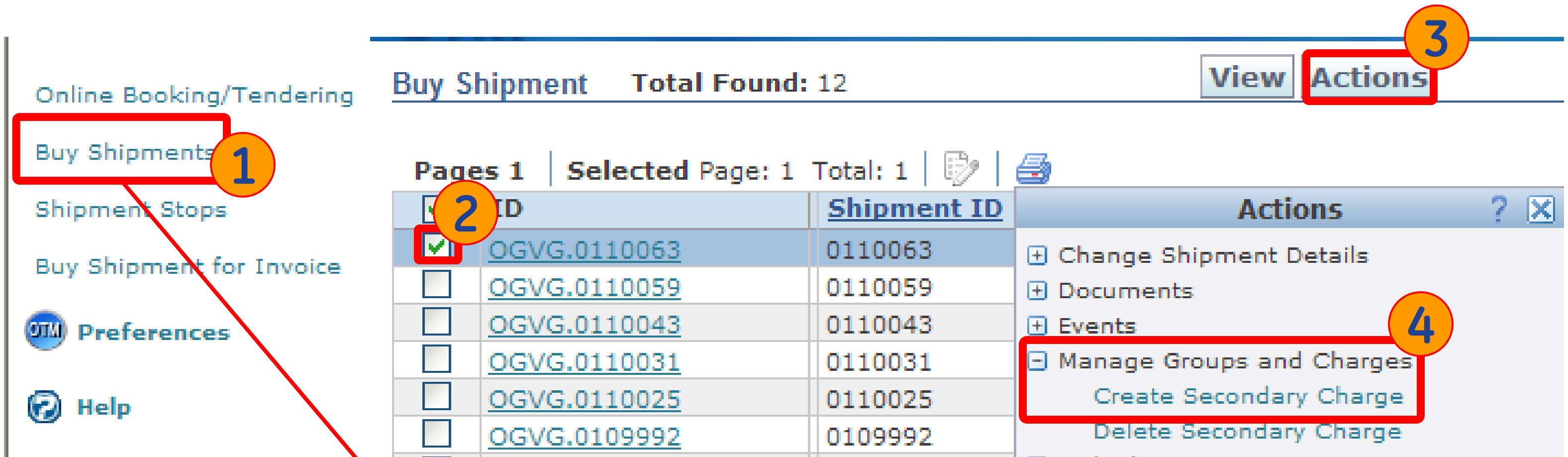


Secondary Charge

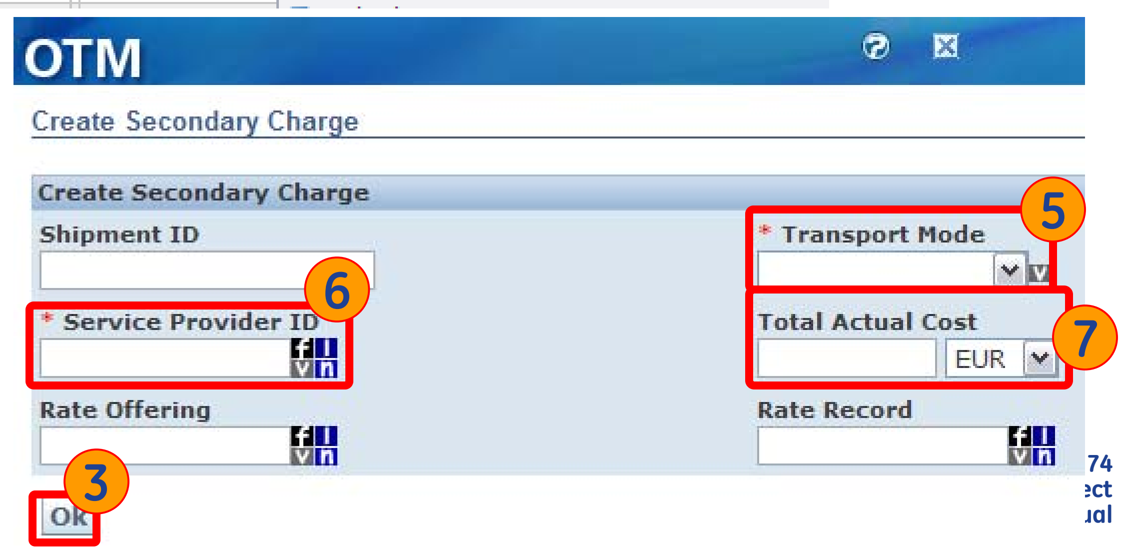
The Carrier may need to add costs to a Buy Shipment after having approved it for invoice. In this case it is necessary to assign the cost to a “new” Buy Shipment that should be linked to the old one.

Create Secondary Charge

This function can be used by the Carrier to add costs to a shipment when the shipment itself has already been invoiced. The process consists in creating a new Buy Shipment (identified with a specific ID beginning with SERVPROV.xxxxxxx) which will be linked to the original one.



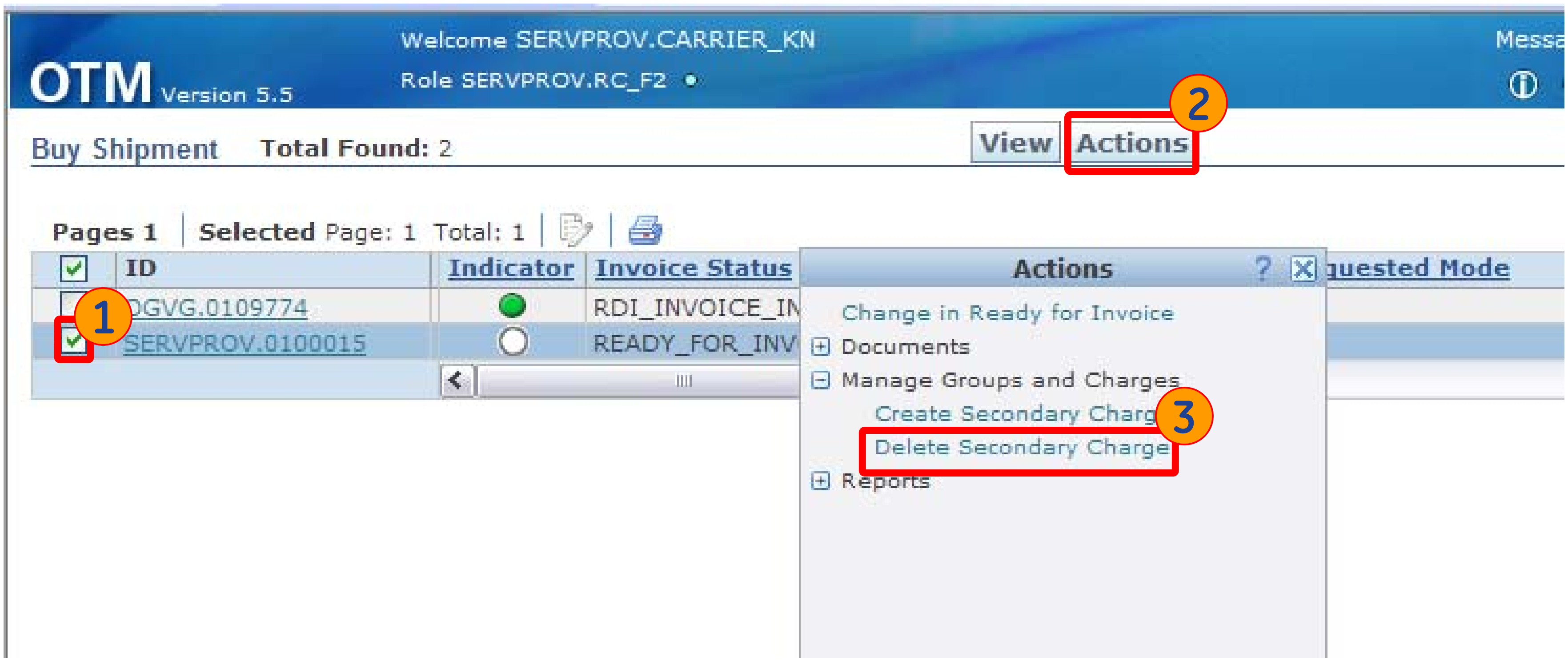
First search the original Buy Shipment to which the cost is to be added within the ones that have already been invoiced



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Delete Secondary Charge

It is also possible to delete the Secondary Charge

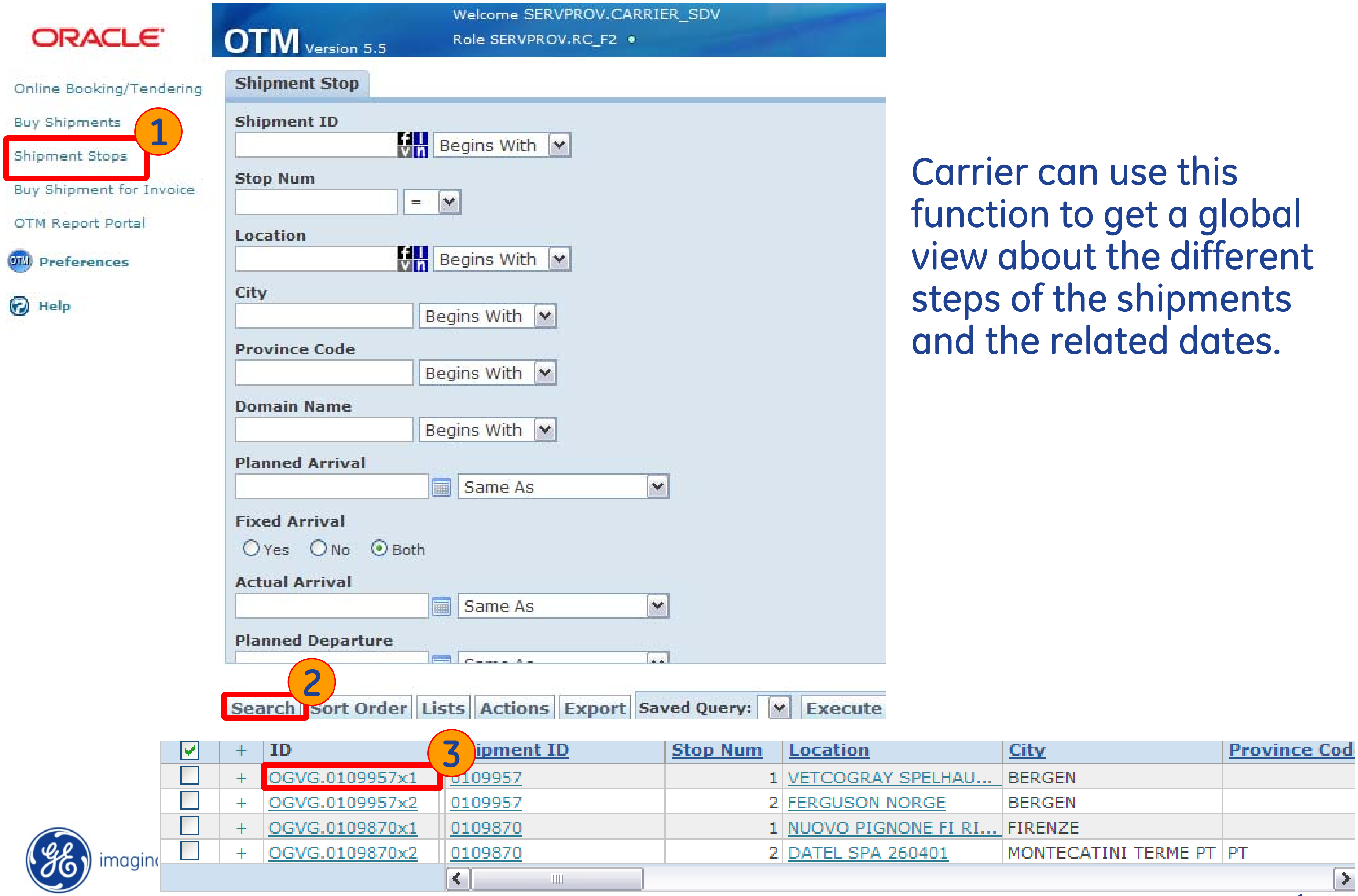


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Back up – Shipment Stops

GE imagination at work

Shipment Stops



Carrier can use this function to get a global view about the different steps of the shipments and the related dates.

Shipment Stops

Shipment ID	**Stop Number**	**External Sequence Number**	**Location ID**
0109957	1		VETCOGRAY SPELHAUGEN
Planned Arrival Time	**Estimated Arrival Time**	**Fixed Arrival**	**Actual Arrival Time**
02-04-2009 17:43 CET	02-04-2009 17:43 CET		
Planned Departure Time	**Estimated Departure Time**	**Fixed Departure**	**Actual Departure Time**
02-04-2009 17:43 CET	02-04-2009 17:43 CET		
Wait Time	**Rest Time**	**Transit Time**	**Accessorial Time**
Activity Time	**Distance from Previous Stop**	**Permanent**	**Depot**
	0.0 KM		
Service Provider ID			
SDV			

location: ubicazione;locali

Planned

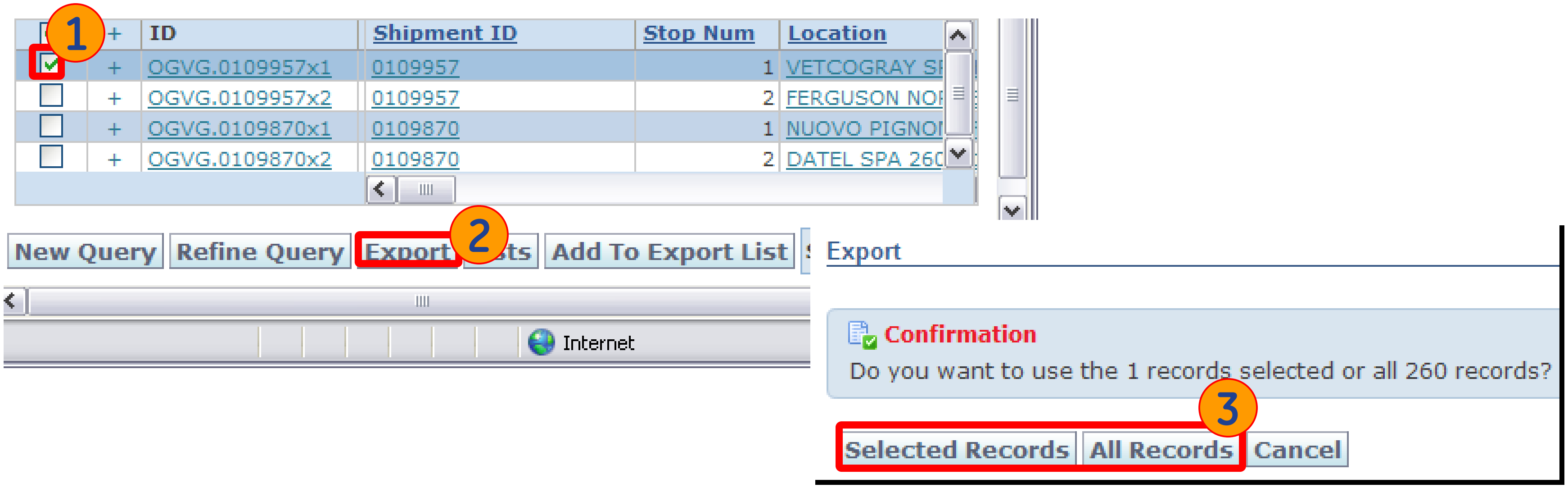
Ship Unit ID	Order Release ID	Activity	Total Package Count	Packaging Unit	Packaging Unit Count	Transport Handling Unit	Transport Handling Unit Count
20090204-000134-001-002	20090204-000134	P	1		0	BOX	2

Debriefs (Actual)

Ship Unit ID	Order Release ID	Activity	Order Release Line ID	Equipment ID	Total Package Count	Packaging Unit	Packaging Unit Count	Transport Handling Unit	Transport Handling Unit Count	Match Type

Top Refresh

Shipment Stops



PK	Shipment	Stop Num	Location	City	Planned Arrival	Estimated Arrival	Actual Arrival	Planned Departure	Estimated Departure	Actual Departure
OGVG.010	109870	1	NUOVO PI	FIRENZE	02-26-2009 00:00 CET	02-26-2009 00:00 CET		02-26-2009 08:00 CET	02-26-2009 08:00 CET	
OGVG.010	109870	2	DATEL SPA	MONTECA	02-26-2009 08:00 CET	02-26-2009 08:00 CET		02-26-2009 08:00 CET	02-26-2009 08:00 CET	
OGVG.010	109957	2	FERGUSOI	BERGEN	02-05-2009 17:33 CET	02-05-2009 17:33 CET		02-05-2009 17:33 CET	02-05-2009 17:33 CET	
OGVG.010	109957	1	VETCOGRA	BERGEN	02-04-2009 17:43 CET	02-04-2009 17:43 CET		02-04-2009 17:43 CET	02-04-2009 17:43 CET	
OGVG.010	109862	1	NUOVO PI	FLORENCE	02-09-2009 12:27 CET	02-09-2009 12:27 CET		02-09-2009 12:27 CET	02-09-2009 12:27 CET	
OGVG.010	109862	2	DATEL SPA	MONTECA	02-09-2009 12:27 CET	02-09-2009 12:27 CET		02-09-2009 12:27 CET	02-09-2009 12:27 CET	
OGVG.010	109766	1	DATEL SPA	MONTECA	01-29-2009 00:00 CET	01-29-2009 00:00 CET		01-29-2009 08:00 CET	01-29-2009 08:00 CET	
OGVG.010	109766	2	NUOVO PI	FLORENCE	01-29-2009 08:00 CET	01-29-2009 08:00 CET	01-28-2009 13:29 CET	01-29-2009 08:00 CET	01-29-2009 08:00 CET	
OGVG.010	109840	1	NUOVO PI	FIRENZE	02-05-2009 09:53 CET	02-05-2009 09:53 CET		02-05-2009 09:53 CET	02-05-2009 09:53 CET	
OGVG.010	109840	2	NUOVO PI	MASSA CA	02-05-2009 09:53 CET	02-05-2009 09:53 CET		02-05-2009 09:53 CET	02-05-2009 09:53 CET	
OGVG.010	109864	1	NUOVO PI	FLORENCE	02-05-2009 00:00 CET	02-05-2009 00:00 CET		02-05-2009 08:00 CET	02-05-2009 08:00 CET	
OGVG.010	109864	2	NUOVO PI	FIRENZE	02-05-2009 08:00 CET	02-05-2009 08:00 CET		02-05-2009 08:00 CET	02-05-2009 08:00 CET	
OGVG.010	109868	1	NUOVO PI	FIRENZE	02-05-2009 00:00 CET	02-05-2009 00:00 CET	01-31-2009 08:00 CET	02-05-2009 08:00 CET	02-04-2009 16:08 CET	
OGVG.010	109868	2	DATEL SPA	MONTECA	02-05-2009 08:00 CET	02-04-2009 16:08 CET	02-03-2009 09:00 CET	02-05-2009 08:00 CET	02-05-2009 08:00 CET	02-03-2009 09:00 CET
OGVG.010	109915	1	FERGUSOI	BERGEN	02-05-2009 09:43 CET	02-05-2009 09:43 CET	02-05-2009 11:09 CET	02-05-2009 09:43 CET	02-05-2009 11:09 CET	
OGVG.010	109915	2	VETCOGRA	BERGEN	02-05-2009 09:43 CET	02-05-2009 11:09 CET	02-05-2009 11:14 CET	02-05-2009 09:43 CET	02-05-2009 11:14 CET	02-05-2009 11:24 CET
OGVG.010	109865	1	NUOVO PI	FLORENCE	02-05-2009 00:00 CET	02-05-2009 00:00 CET	01-31-2009 08:00 CET	02-05-2009 08:00 CET	02-03-2009 11:05 CET	
OGVG.010	109865	2	NUOVO PI	FIRENZE	02-05-2009 08:00 CET	02-03-2009 11:05 CET	02-03-2009 09:00 CET	02-05-2009 08:00 CET	02-05-2009 08:00 CET	02-03-2009 09:00 CET
OGVG.010	109867	1	NUOVO PI	FIRENZE	02-05-2009 00:00 CET	02-05-2009 00:00 CET		02-05-2009 08:00 CET	02-05-2009 08:00 CET	